

SOCIAL MEDIA COORDINATOR

Skills

- Microsoft Word
- Excel
- Powerpoint
- Photoshop
- Illustrator
- Facebook
- Instagram
- Twitter
- Qualitative and Quantitative Analysis
- Public Speaking

Experience

Company Name City , State Social Media Coordinator 06/2017 to 12/2017

- Created content and strategized social media posts/ advertisements for Facebook, Instagram, and Yelp accounts.
- Promoted new products with weekly posts of both local and world class wines/ beers.
- curated content based on insights such as audiences reached, and peak times of day/ week.

Company Name City , State Bartender 10/2017

- Organized and Inducted wine tastings for both private and corporate events held in store Communicated with concierge services from surrounding hotels on a weekly basis Exhibited a vast knowledge of wine and beer varietals to better assist customers with their purchases.
- Smart Car Brand Ambassador Informed the SF community about the 2018 all electric Smart Car Worked with coordinators to set up a pop up for Smart Car promotion with an eco friendly theme Prompted interested individuals in the market for a Smart Car to test drive the vehicle with me Curated a social media campaign to advertise the pop up event.

Company Name City , State Shift Lead 09/2016 to 09/2017

- Brought employee training attainment from 44% to 100% in three months, surpassing the district stores.
- Wrote weekly schedules bases off of projected sales.
- Assisted in developing promotional plans to reach sales goals.
- Certified as a.

Company Name City , State Office Assistant 01/2018 to 01/2018

- Entered data using Excel.
- Organized files.
- Answered phone calls.

Skills

Photoshop, employee training, Public Speaking, Quantitative Analysis, sales