

# DEVON STANFORD

## MARKETING ASSISTANT

### PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

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### EXPERIENCE

#### MARKETING & COMMUNICATIONS ASSISTANT

Cypress Communications | Feb 2013 - Dec 2014

Maintained and organized numerous office files  
Constantly updated the company's contact and mailing lists  
Monitored ongoing marketing campaigns  
Monitored press coverage

#### MARKETING ASSISTANT

World Mark Inc. | Apr 2012 - Jan 2013

Handled the company's online presence - regularly updated the company's website and various social media accounts  
Monitored ongoing marketing campaigns  
Prepared presentations for prospective clients

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### EDUCATION

#### BACHELOR OF ARTS, MAJOR IN MARKETING, MINOR IN COMMUNICATIONS

University of Dundee | 2009 - 2013

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### AWARDS

#### MOST OUTSTANDING COMMUNICATIONS EXPERT

Cypress Communications | Dec 2014

#### BEST INTERN

World Mark Inc. | Jan 2013

### PROFESSIONAL SKILLS

Copywriting  
Corporate blogging  
Project management  
Team management  
Market research  
Communication skills  
Networking expert  
Collaborative nature

### PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

### CONTACT

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### REFERENCES

#### CARL FERNANDEZ

L-Corp. Manager  
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#### STEPHANIE GEORGIA

John-Leonard Corp., Manager  
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#### PATRICK SUAREZ

World Mark Inc., HR  
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