**Daniel M. Archer**

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**Job Objective:**

To seek a position of 'Advertising Assistant' and contribute my experience for the growth of your esteemed organization as well as utilize my skills for successful completion of each clients' projects.

**Summary of Skills:**

* Comprehensive knowledge about advertising, marketing and customer service
* Capable of multitasking and handling various assignments
* Good knowledge of video and documentary production
* Knowledge of graphic tools and computer applications
* Ability to build good rapport with clients
* Excellent interpersonal and communication skills

**Computer Skills:**

* Operating Systems: Windows XP, Windows 2007, Linux, Unix
* Office Packages: MS Office, Microsoft Outlook Express, Microsoft Access
* Editing Tools: Macromedia Dreamweaver, Adobe Go Live
* Graphic Tools: Macromedia Flash, Adobe Illustrator,

**Work Experience:**

Advertising Assistant

Mac Media Advertising Agency, San Francisco, CA

March 2015 – Present

* Coordinating with advertising professionals and ensuring they have the required information and material to introduce creative campaigns for potential clients
* Creating graphics, generating ad layouts, and other marketing documents
* Handling details of client payments and maintaining billings for clients
* Collaborating with sales representatives and developing media campaigns for local vendors
* Handling client communications by understanding their vision and informing their requirements to the concerned teams for proper execution of projects
* Assisting advertising manager and senior advertising account executive to prepare budget for the company

Advertising Trainee

Central New York Advertising Incorporation, San Francisco, CA

November 2013 – February 2015

* Provided email support to customer queries and faxed important documents to clients
* Coordinated promotional events right from concept to execution in electronic as well as print media for different clients
* Monitored clients' calls, scheduled appointments and managed transferring of files in different office departments and assisted the office management
* Carried out administrative tasks like typing letters, answering phone calls, preparing reports about ongoing campaigns, responding to client mails,
* checking current media trends and prices, updating profits and returns from ad campaigns
* Generate invoices for clients and followed up for payment
* Maintained a record of ongoing promotions and advertisements

**Education:**

* Bachelors Degree in Advertisement   
  ABC University, San Francisco, CA  
  2012
* Certification in Graphic Design  
  ABC Technical Institute, San Francisco, CA  
  2012

**Reference:**

On request.