

MARCELINE ANDERSON

PROFILE

Skilled Executive Assistant with more than 10 years experience coordinating, planning, and supporting daily operational and administrative functions.

CONTACT DETAILS

- Mobile: 07123456789
- hello@marcelineanderson.com
- West London

EDUCATION

University of London

BA (Hons) Art History 2:1 - 2014 - 2017

Seaside Academy

2010 - 2014

- A Levels - Art - A*, History - A, English Literature - B
- GCSE's - 3 A*s, 2 As, 5 Bs

SKILLS

- Microsoft Office including Word, Excel, and Powerpoint
- French (Fluent)
- Adobe Photoshop (Intermediate)
- Salesforce
- Marketo

INTERESTS

- Drawing and painting
- Hiking and camping
- Survival skills

WORK EXPERIENCE

Business Development Executive

ASOS 2019 - Present

- Prioritised a pipeline of accounts on Salesforce, by ensuring the CRM system stays up to date and keeping to task deadlines which helped to convert leads into selling opportunities.
- Coordinated the design and delivery of the 2018 Online Influence Awards marketing campaign withing the tight timeframe of two months

Sales Associate

Salesforce 2018 - 2019

- Ensured sales targets were met in a high-pressured environment, by adapting a more enthusiastic verbal communication style within the team, which resulted in an increase in sales by 22.7% over a month.

Graduate Sales Assistant

Hyundi 2017 - 2018

- Assisted the marketing and sales team with sourcing new clients, closing deals, and client aftercare.
- Bridged better communication between the sales and marketing team, decreasing the time between sourcing a new client and closing a deal by 33%.