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| **Brandon JobNexus – Junior/Trainee Marketing & Social Media Executive** |

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**Professional Summary**

**Trainee Marketing Executive**, with strong experience within customer-oriented luxury fashion environments and volunteer digital marketing experience. Key strengths include: quickly mastering the use and understanding of new environments and tools; completing meticulous planning and administration; collaborating with multi-functional business stakeholders to fulfil business requirements; and creating creative and informative marketing material to engage new audiences. Actively seeking a role that utilizes my existing experience and an organization that supports professional development and training.

**Career History / Work Experience**

**April 2020 to Date: Psychoedu.gr: Volunteer Social Media Manager**

* Managing the organisations social media pages including Facebook, Instagram, Twitter and Pinterest.
* Conducted detailed research into current benchmark trends and audience preferences.
* Generate, edit, publish and share engaging daily content such as original text, photos and news.
* Respond to customer queries and monitor reviews.
* Investigate and introduce modern technologies and social media trends.
* Completing detailed article editing and copywriting.

**March 2020 to Date: EK International Holdings: Client Services Assistant**

* Dealing with client requests regarding pre- and post-sales procedures.
* Manage the company's social media pages and upload engaging content.
* Collaborate with the Operations Director to ensure deadlines are met and deliverables are executed.
* Create and present detailed progress and status reports to the executive team.
* Manage and maintain an accurate an up-to-date client database.
* Update and oversee client accounts and transactions.
* Interface between China/Greece offices and clients to handle and resolve requests and queries.

**July 2018 to March 2020: GUCCI: Client Advisor**

* Exceeded monthly and seasonal individual and store sales goals to secure new clients.
* Provided an exceptional customer experience by demonstrating an excellent knowledge of the products.
* Acted as interpreter for Chinese, English and Greek clients.
* Captured meaningful customer data to maximise existing client relationships, initiate new custom and facilitate personalized future client communications.
* Maintained an accurate and organized client book to effectively manage client needs, provide appropriate follow-ups and fulfil requests.
* Contribute to the daily store operations by maintaining a neat and organized understock and stock room.
* Adhere to Gucci Image standards and guidelines.

**Education**

* Master of Science in Marketing and Communications (MSc): Houston University
* Bachelor of Arts in Greek Language and Literature: Houston University

**Certification & Personal Development**

* E-Digima – Digital Marketing and Social Media: Athens University of Economics and Business

**Key Skills**

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| * Digital Marketing
* Social Media Marketing
* Copy Writing
* Content Creation
 | * Microsoft Office
* Customer Service
* Sales
* Luxury Fashion
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**Personal Details**

* Languages: English (Fluent)
* LinkedIn: www.linkedin.com/in/brandonjobnexus