

Amelia Bishop

Marketing Assistant & Social Media Admin

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07484195361

Chippenham, Wiltshire, SN14 0RT

Profile / Personal Statement

A currently employed marketing assistant with an academic background in Information Technology with experience working collaboratively as a team, administrating different platforms, and maintaining organization within projects.

I aspire to work within the Digital Marketing industry so that I can showcase, learn, and further enhance my newfound skills and experience, ideally with a supportive and inclusive company that values positivity and aims to spread messaging that truly highlights its core mission.

Skills

Administration • Project Management • Marketing • Word Processing • Written, Verbal and Digital Communication • Teamwork • Adaptability & Flexibility • Organisation • Willingness to Learn • Passion • Self-Learner • Time-Management • Honesty/Transparency • Data Entry • Literacy Competence • Planning • Social Media Management • Computer/IT • Branding • Copywriting • Blog writing

Software

Canva (*Advanced*) • Microsoft Office Suite Products (*Intermediate*) • Google Product Suite (*Intermediate*) • Zoom Video Conferencing (*Intermediate*) • Adobe Suite Products (*Beginner*) • Social Media Platforms (*Intermediate*) • Windows 10 OS (*Intermediate*) • HTML & CSS (*Beginner*) • Active Directory (*Intermediate*)

Work Experience

Marketing Assistant Kickstarter
Business Women In | May 2021 – Present

Responsibilities:

- Self-management of allocated working hours
- Time-management of workload to fit hours
- Punctuality for scheduled meetings and presentations
- Worked collaboratively and respectfully within a designated team.
- Used insights and analytics to schedule created content to company Facebook group
- Communicated digitally within a group to achieve goals, set targets, aid one another, and organize weekly group meetings to discuss progress and learnings.
- Applying learning to topics/assignments
- Created marketing campaign planner for a company event
- Created brand guides/brand book for prospective future business within Business Women in

Social Media Admin Volunteer
Teenagers with Experience | April 2021 – Present

Responsibilities:

- Actively engaged in the community Discord server to collaborate with team members.
- Researched relevant and appropriate topics in regard to the organization's main subject areas and talking points such as mental health, LGBTQIA+, sexuality, and more.

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- Wrote posts for the community Twitter page to be proofread and published by me on my allocated days.
- Supported others and ensured the environment was safe and conscious of others both internally and externally.
- Provided comments and feedback on potential applicants by reviewing applications and writing constructive criticisms.

IT Services Apprentice

Alliance Pharma Ltd | Aug 2018 – Jan 2019

Responsibilities:

- Professionally handled end-user queries.
- Practically troubleshoot any ongoing or outstanding issues for team or end-users.
- Accurately conducted asset management to supply for the team to assist with reports.
- Produced end-user guides and documentation for common issues or IT occurrences to help maintain continuity and end-user learning.
- Communicated verbally and digitally with internal end-users to notify them of known issues or planned downtime.
- Used in-house ticketing system to manage tickets systematically

Education & Certifications

Facebook blueprint, E-learning | Jun 2021 – Present

The Importance of Campaign Objectives • Creative Tips for Your Fundraising Campaign • Design Creative to Drive Action • Reach and Frequency Campaigns

Google Digital Garage | Feb 2021 – Present

Understand the Basics of Code • Communicate your Ideas Creatively • Intro to Digital Wellbeing • How to speak in Public • Land Your Next Job • How to Increase Productivity at Work • Digital Marketing Course.

Go-Train, Chippenham | Feb 2020 – Sep 2020

Employability Skills • Equality and Diversity • Introduction to Customer Service • Retail Knowledge.

Digital College Online | Mar 2019 – Mar 2019

IT Essential Skills

Wiltshire College, Chippenham | Sep 2016 – Jun 2018

IT Level 3 BTEC National Diploma (Grade D*DD) • GCSE Mathematics (Grade C)

Hardenhuish Secondary School, Chippenham | Sep 2011 – Jun 2016

GCSE English (Grade C) • GCSE IT (Grade C) • GCSE Religious Studies (Grade C) • GCSE Science (Grade D)

References Available Upon Request