

PERSIA ESLAMI

ABOUT

A dedicated and committed individual who is keen to seek a position in the field of digital marketing, where I can apply my creativity and skills for continuous improvement and to produce great quality of work at my best ability. From my experiences, I've demonstrated excellent communication skills by dealing with people at all levels and have a proven record of building strong relationships with both clients and colleagues.

Eager to be the best version of me deliver exceptional service and creativity within the team or individually.

CONTACT

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PROFESSIONAL SKILLS

Experienced in Publisher/Adobe/CAD
Social media strategy
Marketing
WordPress
Web content development
Strong knowledge of Microsoft
IT/Office including Word, Excel
Advanced skill in Canva
Photo editing
G- Suite

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Team player
Fast learner
Self motivated
Positive attitude

EDUCATION

BUSINESS ADMINISTRATION L2

Bournemouth & Poole College |
2019 - 2020

GCSE'S

St Peters Secondary School |
2013 - 2018

English- B
Maths- B
Graphics- B
Art- A

WORK EXPERIENCE

DIGITAL MARKETING ASSISTANT

Business Women In | May 2021 - Nov 2021

- Participated in 6-month training course designed to improve and help marketing and branding skills. Developing branding strategies, researching and preparing resource materials for clients.
- Advanced my knowledge of Canva
- Worked within the team to create and present the company's branding, etc. logo design, colour scheme, mission statement.
- Creating and designing posts for social media platforms
- Desinged BWi website using wordpress

NHS TEST AND TRACE

NHS | Nov 2020 - Feb 2021

- Demonstrate communication skills with all levels of patience
- Defusing situations and handling customer complaints
- The ability to remain calm under pressure
- Contacting customers through the telephone
- Updating the system and database

BUSINESS ADMINISTRATION:

Bennington Green | Nov 2019 - September 2020

- Identifying which server is best suited for clients
- Typing client's fee proposal and sending it through via email
- Using a range of programs (word excel)
- Recording data and information
- Archiving old reports
- Learnt a new skill, CAD Programming- 3D Design

TEACHER'S ASSISTANT

Persian School | Sep 2017 - May 2018

I've been volunteering to help as a teacher assistant in Moordown Centre, teaching Persian in a classroom. After 1 year of experience, helping every week, I've gained more confidence in presenting presentations and speeches in front of the class and helping young students in reading and writing by correcting them.

Website Design

I have previously designed websites for various products such as jewelry and phone cases/stationery, photography. I've used Weebly and WordPress which helped me to go further in my creativity and improving my design techniques.