

# LUNA CHIQUERO

*Marketing Assistant*

## PROFILE

Seeking the position of a marketing assistant in a challenging environment where my creativity, skills, knowledge, passion, and unmatched attention to details will be employed. I'm an enthusiastic & self-motivated individual with 5 years of experience working as a liaison between consumers and corporations. Fluent in English, Spanish and Catalan.

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## EDUCATION

Ual Foundation Art & Design  
Edinburgh College 2022

Distinction Awarded in UAL Level 3  
Diploma Art & Design  
Edinburgh College 2021

HND Animation (year 1)  
Edinburgh College 2021

## SKILLS

MICROSOFT WORD

POWERPOINT

GOOGLE DRIVE

PHOTOSHOP CS

CANVA

GIMP

## EXPERTISE

SOCIAL MEDIA

BRANDING

DESIGN

ART/ ILLUSTRATION

WEB DESIGN

## EXPERIENCE

### BUSINESS WOMEN IN

Currently Working on a kickstart marketing job in Business Women In.

- Created and designed branding sheets, logo, branding guide for new business.
- Familiarised myself with all of Google's applications (Drive, gmail, calendar, etc)
- Created countless social media posts for ready-to-sell packs.

Marketing Assistant  
AUG 21- CURRENTLY

### LLOYD'S BANKING GROUP

- Temporary position in Lloyds banking group in a temporary admin and phone position.
- Role included taking calls from brokers to help progress with client's mortgage applications.
- Transferring calls, updating application's details, printing, organising documents.

Administration/ Phone  
Nov 19 - Jan 20

### SCOTTISH WIDOWS

- Temporary position in administration, helping the team with a migration project.
- Exporting information from database to spreadsheet.
- Looking up clients on database, printing and posting letters.

Administration  
May 19 - Aug 19

### HANDMADE BURGER CO

- Working in a busy family burger restaurant in Ocean Terminal.
- Meeting and greeting customers, Taking food orders from customers.
- Serving food orders, Preparing drink orders, Advising on menu choices.

Waitress/Barmaid  
May 17 - Feb 18