

ALEXANDRA SALOMON

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PROFILE

Detail-oriented administrative and social media professional highly proficient in online content management, office administration, client communications, training presentations, workflow coordination, and PR support.

QUALIFICATIONS

- Created/maintained websites using content management systems such as WordPress, Blogger, and Wix.
- Co-planned and managed promotional projects including PR events and media schedules.
- Wrote newsletters and managed mailing lists using MailChimp, Constant Contact, Google.
- Produced content for social media including Twitter, Facebook, Instagram, Snapchat.
- Orally presented to university classes in Communication and Women's Studies.
- Authored training materials, including PowerPoints and Word documents.
- Generated spreadsheets, wrote reports and meeting minutes; type 80 WPM.
- Cordinated calendars, travel, conference bridges, events, and appointments.
- Demonstrated outstanding oral and written communication skills.
- Methodical and analytical problem-solver and critical thinker.



■ Admin ■ SMM ■ PR ■ Training

LANGUAGES

Intermediate Spanish (speaking/writing)
Intermediate Japanese (speaking/writing)

TOOLS (partial list)

WordPress	HootSuite	LinkedIn	MailChimp	Google	Evernote	Reddit
Wix	Twitter	YouTube	Constant Contact	Outlook	Wunderlist	Digg
Blogger	Facebook	Vine	Webcasting	MS 365	Smartsheet	del.icio.us
Tumblr	Instagram	Flickr	Web conferencing	Zoom	Any.do	Wikipedia
Pinterest	Snapchat	Slack	SurveyMonkey	GoToMeeting	Dropbox	

EXPERIENCE

Social Media & Administrative Professional, Juliet Davis Multimedia, Saint Petersburg, FL (12.16-5.17)

Created, scheduled, posted, and managed online content for a freelance multimedia business serving clients ranging from a large real estate business to ad agencies. Corresponded with clients; coordinated calendars and travel; wrote meeting minutes and reports.

Lab Assistant, Laboratory of Southeastern Archaeology, Gainesville, FL (12.16-12.17)

Meticulously sorted archaeological materials recovered from fieldwork for purposes of research; participated in archaeological excavation at the St. Johns Archaeological Field School.

Sales Associate, Wild Iris Bookstore, Gainesville, FL (8.14-2.15)

Organized and managed bookstore inventory; co-planned and -staffed community events such as book signings; managed mailing list; corresponded with customers; wrote newsletters; managed mailings.

Server, Treasure Coast Sunrise Café, Fort Pierce, FL (1.13-7.13)

Served customers, prepared food, and performed cleaning and maintenance duties in a beachside café.

EDUCATION

B.A. Anthropology, 2017

University of Florida, Gainesville, FL
Minors: Japanese Studies, Women's Studies