Kurt Nelsen

34 Dawson St.

Green bay, Wisconsin 0323

Phone: (340)354-9113

kurtnel@hotmail.com

**Objective:**

Dynamic and well driven Professional seeking a position of an Advertising Assistant

**Summary of Qualification:**

* Thorough knowledge regarding mass communications and consumer relations
* Adequate knowledge on marketing and sales report
* Outstanding communication skills, and telephone manner
* Proficient in computer system applications
* Able to deal with multiple administrative tasks
* Ability to conduct advertisement and customer relations trainings
* Able to analyze all advertising concepts and principles
* Ability to conduct research to resolve problems

**Career Experiences:**

2007- To present: **Advertising Assistant**; Broad Times Advertising Inc.; Green bay, Wisconsin

* Assist the creative team in designing and creating advertising campaigns
* Interact with clients about rates, changes and corrections
* Assist in competitor analysis and research
* Conducting research in meeting customers’ needs
* Carry-out best advertising practices
* Prepare daily market reports to management
* Organize management meetings and appointments with the clients

2005-2007: **Advertising Assistant**: VIA Advertising Co.; Green bay, Wisconsin

* Maintain the designing of different website
* Implement  range of staff and operational support activities
* Report and resolve daily administrative and operational problems
* Assist in all administrative and clerical duties
* Conduct advertisement trainings to new staff
* Maintain records in print and database all client/customer contacts

**Education:**

2001-2005:Bachelor of Science in Commerce major in Marketing; Wyoming University