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MARKETING ASSISTANT Sandy Bin 15/F,TOWARD ,BRIGHT CHINA,BUILDING,BEIJING.OBJECTIVEA position that will further develop my superior marketing skills.EXPERIENCEMarketing Assistant, The art lovers instituteIndianapolis,IN Marketing Assistant, The art lovers ine2/91-PresentTemporary position assisting the Manager of Public Information on the exhibit "Proud Triangles.Gary Lift in America."Executed the distribution of exhibit posters and organized the development of displays merchandising products to promote the exhibit at local retailers.Coordinated press clippings and releases about the exhibit. Assistant Box Office Manager, Terre Haute Performing Arts CenterTerre Haute,IN Marketing Assistant, The art lovers ine6/90-1/91Managed daily operations for a staff of 20 operators responsible for customer service and the sale of all tickets in a theater seating 5,000. Compiled all financial statements on a daily and monthly basis for each performance in the theater averaging 10 performances per month,including daily deposits and revenue from outlet sales on secondary ticketing systems. Gallery Assistant/Window Exhibit Coordinator,Jim Cannons Art ImplosionBourbon,IN Marketing Assistant, The art lovers ine5/89-6/90 Developed marketing plan for fine art prints and coordinating notecards. Developed client base and serviced

accounts. Coordinated special events relating to current exhibits, opening receptions, and artist signings. Handled press releases. EDUCATION VALPARAISO UNIVERSITY, VALPARAISO, IN BACHELOR OF ARTS, 1991. ARTS ADMINISTRATION WITH A CONCENTRATION IN MARKETING/COMMUNICATIONS. SKILLS Mackintosh. Pagemaker, Word IBM. WordPerfect, Excel and rBase. Job descriptions are straightforward and understandable. Specific dates of employment (month and year) are ideal for candidates with no gaps in work history. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)