

Krista E. Bower

Tampa Bay Area 727-238-9794 thekristabower@gmail.com

Administrative Assistant

Offering years of experience in the Administrative Assistant field. Seeking a position where I can utilize my organizational skills, ability to take on diverse challenges, and desire for a fast-paced work environment.

Education: Pasco-Hernando State College – *Associate of Arts Degree 2013*

Skills: Strong Customer Relations, Energetic Personality, Office Management and Organization, Coordinated Events, Strategic Planning, Innovative Strategies, Creative Branding, Social Media Marketing, Start-Ups, Time Management, Appointment/Calendar Management, Travel Arrangements, Multi-Line Phone Communication, Data Entry, Filing

Computer Literate: Adobe Photoshop, Windows /Mac, Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.)

Experience

TapTap Technologies Inc. | Pensacola, FL (*Helped in Transition of Companies*)

Social Media Manager / Strategic Planner October 2014 – January 2015

- Involved in the development of the client dashboard and client services
- Maintained customer satisfaction
- Managed and created all social media content for businesses
- Created new social media pages and banners for new clients
- Regularly created email and text campaigns
- Designed logo ideas

Opt-In SMART | Tampa, FL (Bought out)

Creative Design Associate / Executive Assistant October 2013 – October 2014

- Managed 75+ social media accounts for businesses (Twitter, Facebook, Google+, LinkedIn)
- Supervised and organized interns in the creation of all social media posts
- Support and oversaw activity of Project Manager's accounts
- Regularly created email and text campaigns
- Designed business cards and Posters with QR codes for all new clients
- Helped design and develop brochures and assist in creating PowerPoints for sale presentations
- Email cleaning and lead generating
- Maintained proper inventory levels for all office supplies
- Organized corporate lunch meetings

Reliant Capital Management | New Port Richey, FL

Administrative Assistant June 2010 – August 2013

- Manage the day-to-day operations of the office handling all clerical duties
- Created daily reports by gathering client annuities and investments values on a spreadsheet
- Assisted with new business transactions by filling out and processing applications for purchases
- Processed all incoming customer service requests and followed up with quality assurance
- Organized and attended seminars / Scheduled meetings and maintained calendar
- Assisted in marketing and advertising campaigns
- Coordinated travel arrangements and reimbursement