
TIFFANY BUSSEY

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SKILLS

- Fluent in Spanish and English
- Internet and E-mail Marketing
- Industry Trends
- Microsoft Office proficiency
- Social media savvy
- Customer service-oriented
- Strong research skills
- Direct email campaigns
- Performance and scalability optimization
- Legal research
- Official Notary of the Public
- Schedule management
- Official Notary of the Public

WORK HISTORY

SEO & Social Media Specialist, 01/2016 to Current

Pop Picture – Fort Lauderdale, FL

- Retained client to build brand awareness and generate leads while managing internal and external online marketing campaigns and programs.
- Created key Internet marketing activities to acquire and retain new clients through email campaigns, affiliate marketing and social media.
- Oversaw the editorial calendar and lead content creation across all social channels to ensure timely postings.

Legal Assistant, 01/2017 to 3/2018

Bohannon & Rogers – 1141 SE 2nd Ave, Fort Lauderdale, FL 33316

- Prepared for trials by organizing exhibits and other key evidence.
- Directed and coordinated law office activity, including delivery of subpoenas.
- Met with clients to update them on progress of cases.
- Contacted clients to schedule appointments and discuss the progress of cases.
- Conducted background investigations on the defendant.
- Contacted witnesses to testify under oath at court hearings.

- Produced legal documents such as briefs, pleadings and appeals.
- Assisted up to 3 lawyers at a time.
- Handled up to 100 cases.
- Filed all pleadings with the court clerk.
- Dictated all weekly and bi-weekly calendar meetings.

SEO Intern, 10/2016 to 01/2017

iAnalyst – *14 NE 1st Ave #402, Miami, FL 33132*

- Implemented new SEO and SEM strategies, and Google analytics to increase conversion rates.
- Defined new approaches to complex design problems.
- Directed a successful search engine marketing campaign that utilized solid linking, technical and keyword research tactics.
- Collaborated with designers and the editorial team on marketing materials.

Executive Assistant, 08/2015 to 08/2016

Neil Gonzalez Law – *3403 NW 82nd Ave Miami FL 33122*

- Researched state statutes, decisions, legal articles, codes and documents.
- Created weekly, monthly and quarterly expense reports, including employee success and revenue reports.
- Prepared legal briefs, motions and pleadings.
- Communicated pertinent information to clients via phone, email and mail.
- Communicated with outside vendors on behalf of attorneys and legal departments.

Administrative Assistant, 01/2015 to 08/2015

Sky Office Suites - *12550 Biscayne Blvd suite 800, North Miami, FL 33181*

- Dictated all weekly and bi-weekly calendar meetings.
- Contacted clients to schedule appointments and discuss the progress of cases.
- Provided logistical support for programs, meetings, and events, including room reservations, room set-up, agenda preparation, materials printing and calendar maintenance.
- Screened and sorted incoming mail, faxes, and deliveries and routed them to the appropriate personnel.
- Recruited and hired qualified candidates for vacant and new positions.

EDUCATION

Bachelor of Arts: English Literature Honors, 2014

University Campus Suffolk - Ipswich - Ipswich, Suffolk, England