

Faith Stevens

Irvine, CA

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Work Experience

Social Media Marketing Manager for Fashion Nova / Sales & Marketing

Marketing Manager

October 2021 to April 2022

Working as a social media marketing manager for different brands allowed me to communicate with brands and consumers to create business flow for the company. Working with influencers and creating content to appeal to the correct audience and build insight was a big thing for building the brand. I coordinated brand deals and sponsorships for large companies. Not only did I make great connections for A-List celebrities, but I also got to experience seeing a brand grow and learned a lot of great business tactics.

Front Desk

Hilton DoubleTree

October 2019 to April 2020

Working in this position at this facility was such a fun experience. There were also a lot of difficulties because of COVID-19 but I was able to learn a lot about time management and communication skills with casts during a difficult time. While completing a checklist of things to do and working on checking guests in and making us feel welcomed in, this job has prepared me for a fast paced working environment.

Administrative Assistant

Rancho Bernardo Dental Arts

February 2018 to October 2019

Working at a front desk position for this company taught me a lot about time management. This job required a lot of multitasking and completing checklists while assisting guests and creating a welcoming environment for guests to come into. Sales management was also something I did while at this position. I found that it taught me a lot about how to juggle multiple tasks at once in a professional manner.

Sales Associate

European Wax Center - San Diego, CA

April 2019 to July 2019

I worked as a sales associate for a short time at European Wax Center. I trained to make sales for passes and products. Unfortunately, due to Covid-19 I was only able to work at this company for a short period of time.

Counselor Assistant

Southwestern College

January 2018 to January 2019

During this position I was in charge of managing a set schedule for students to come in and see the counselor. I would also assist him in looking for universities to transfer to as well as finding what classes were best fit for them. I also got to work with the dean of the school and other counselors trying to find ways to make the students more successful. This was a full-time position while attending school and playing a sport.

Education

Business

Southwestern College

August 2020 to 2022

High school diploma or GED

Skills

- Digital Marketing
- Email Marketing
- Content Creation
- Sales Management
- WordPress
- Graphic Design
- Branding
- Blogging
- Analytics
- Adobe Photoshop
- Project Management
- Marketing
- Documentation review
- Phone triage
- Google Analytics
- Social Media Management
- Web Development
- Video Editing
- Adobe InDesign
- Video Production
- Search Engine Optimization (SEO)
- Content Development
- Public Relations
- Web Design
- Adobe Illustrator
- PPC Campaign Management
- Medical terminology
- SharePoint
- Manufacturing
- Microsoft Publisher
- ERP systems (2 years)