

Paige Harris

Innovative and motivated marketing graduate with experience in Personal Assisting, Creating Content and managing Online presence of companies and brands, developing, and managing trend aware social media accounts on various platforms.

QUALIFICATIONS SUMMARY

Marketing

- Expertise in in drafting and proofing wide range of marketing materials and providing support in optimizing written content for SEO purposes.
- Adept at completing administrative duties in developing and implementing marketing strategies.

Social Media Management

- Possess ability to successfully manage day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram, Tiktok, and YouTube, adapting content to suit different channels.
- Proficient in developing creative and engaging social media strategies across multiple platforms.

Administrative Support

- Proven ability to resolve employer challenges with innovative solutions, systems, and process improvements that increase efficiency.
- Bringing forth ability to lead and collaborate, with substantial knowledge on maximizing productivity, efficiency, and overall business performance.

EDUCATION

Bachelors of Arts in Social Media Marketing

California State University
Los Angeles, CA

Associates in Marketing
Kennesaw State University
Kennesaw, Georgia

EXPERIENCE HIGHLIGHTS

Grammy-Nominated Singer/ Songwriter, Los Angeles, CA Personal Assistant

7/2022-
4/2023

Provided personalized secretarial and administrative support in well-organized and timely manner. Managed diary and scheduled meetings and appointments. Dealt with incoming emails, calls, and messages, often corresponding on behalf of Artsist.

- Toured with Artist
- Calender Management
- Driver
- Ran errands
- Attend every session

1/2021-4/2022

Celebrity Trainer, Los Angeles, CA Personal Assistant

Acted as first point of contact, dealing with correspondence and phone calls. Scheduled appointments, maintained events calendar, and sent reminders. Booked and arranged travel, transport, and accommodation. Completed requested errands and helped with daily time management.

- Trusted to help film and edit training sessions and filming brand deals, utilizing opportunity to network with clientele.

DRIPDRY, Los Angeles, CA Intern

8/2019-11/2020

Assisted marketing team with daily administrative duties for start-up fashion swimsuit line. Monitored all social media platforms for trending news, ideas, and feedback. Contributed to creation of mock-ups, email campaigns, and social media content. Managed company's social media platforms, adjusting outreach tactics as needed.

- Expanded reach and presence of company online, increasing followers from 500 to 9267.
- Supported company during first launch and campaign.

PRODUCTION EXPERIENCE

- 2022 Kids choice Awards
- 2022 Trumpet Awards
- HBO Dan Levy Best Brunch
- HBO Marlon Wayans Presents: The headliners