



# EDWARD OTTO ZIELKE

HOTEL MANAGEMENT. MARKETING AND PUBLIC  
RELATIONS MANAGEMENT. CREATIVE DESIGN.

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## MY OBJECTIVES

By covering all your bases when strategizing marketing campaigns, it is possible to build a very large buzz in the community and online which will dramatically raise awareness of your business. It's all about gaining momentum through elevating your brand as an influencer in your field.

- Sharing human interest stories and building a sense of fun content
- Discovering new customers and driving traffic to your website
- Providing value in updates and blog posts that demonstrates that you genuinely care about your customers
- Re-engaging former consumers

## EDUCATION

**Web & Application Design Certification**  
Human Factors International, Jersey City, N.J.

**Graphic and Web Design Certification**  
Noble Desktop Publishing, New York, N.Y.

**Bachelor of Arts, Music and English**  
New Jersey City University, Jersey City, N.J.

## SKILLS

Adobe Creative Suite; MS Office; QuarkXpress; Frontpage; HTML/CSS; Wordpress; Google Domains; Wix; Social Media (Facebook, Twitter, Instagram, LinkedIn, etc...); FrontDesk Anywhere; InnQuest Software: roomMaster; Rezbooks; ResNexus; Web Pub Client; Vignette 6.0; SharePoint 7.0; Documentum; Camtasia; Winfarm; iPub

## PERSONAL

**Age** // 47 years

**Nationality** // American

**Relationship** // Partnered

**Driver license** // Yes

## GREETINGS

**AUGUST 2017**

This is a letter to inform you that I am applying for a position within your company.

As you will read from my resume, I am an experienced sales and marketing professional with a background in several design multi-media platforms. Also, I am an experienced manager of several boutique hotels and resorts in the Fort Lauderdale area. I have 20 years' experience working for high profile persons and Fortune 100 organizations. I have been regarded as an innovative, project manager, particularly skilled in creating and directing corporate and new business design to support business goals and professional image.

I am a creative project manager, adept at creating innovative solutions; also, noted for strict confidentiality. Also I have a complete understanding of the framework necessary to build a cohesive work flow plan. I am looking to work within a company that offers advancement opportunities, challenges my creativity and offers benefits.

What my resume does not tell you is that I am a passionate worker, who is eager to advance within my work environment. When it comes to my work, I am detailed oriented, organized, focused and direct. I provide first-rate customer service and possess excellent communication skills. I feel that my professional intimacy is well suited for a company like yours. I am also not afraid to seek advice or help when I am challenged and work well under pressure.

Please feel free to contact me at your earliest convenience. I am available to either talk on the phone or through email. Thank you very much for your time and consideration.

**Sincerely yours,**