



AUDREY TRAJANO

audreytrajano.com | trajanoaudrey@gmail.com

An ambitious individual who has a passion for mass communications, creativity, and thought leadership. Demonstrates initiative, teamwork, and adaptability skills. Possesses a special talent for working with people from professional levels and different backgrounds. Well-rounded candidate with professional international experience.

EDUCATION

B.S in Design and Merchandising

Drexel University, Philadelphia, PA
September 2016 - June 2020

SKILLS

Fashion Industry Knowledge
Brand Development
Consumer Market Research
Trend Analysis
Content Creation
Email Marketing
Task Management
Customer Focus
Decision Making
Collaboration

ABILITIES

Microsoft Office
Adobe Creative Suite: Photoshop, Illustrator, InDesign, Lightroom, Premier Pro
Constant Contact
MailChimp
Canva
GoDaddy
GSuite
Vimeo
Slack
Social Media: Facebook, Instagram, LinkedIn, Twitter

EXPERIENCE

TEFL Teacher and Tutor

South Korea

November 2021 - November 2022

- Adapted to a new culture while living in South Korea and teaching English as a Second Language to 50 elementary school students
- Demonstrated cross-cultural understanding and communication skills by planning, developing and executing lesson plans
- Recorded and organized about 250 lesson plans and each student's progress and grades in the school's online data system

Marketing Coordinator

Altus Agency

April 2020 - November 2021

- Oversaw office administrative tasks including: scheduling meetings, handling email traffic, and maintaining all digital files.
- Created, managed, and tracked all projects for four major clients
- Drafted, scheduled, and optimized email newsletters and promotions
- Designed logos, flyers, social media posts, and other digital content
- Edited compelling and engaging corporate, explainer videos using Adobe Premier Pro
- Crafted copy and edit imagery for social media platforms such as Facebook, LinkedIn, and Twitter
- Attended weekly touch-base meetings with clients to discuss on-going and new project initiatives

Executive Assistant

Jentry Search Academy

September 2020 - October 2021

- Acted as the point of contact between the executives and internal or external colleagues
- Coordinated all internal and external meetings for CEO and managing partners
- Filed clients' and partners' contact information for future communication
- Organized documents for internal team or potential partners to review
- Designed flyers and executive collateral to present to potential investors
- Collaborated with managing partner to develop a podcast series "Soul Searchers", to market to potential customers and investors