

Ashley Brodeur



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ashleyemilda.com

VA & Social Media Consultant

Experience

Social Media Consultant

Decidedly Jazz Danceworks

2019 - Present

- Content Creation and Implementation
- Content Strategy
- Writing and creating effective copy and graphics

Marketing & Community Engagement

Decidedly Jazz Danceworks

2017 - 2019

- Administrative Tasks
- Worked alongside Marketing, Artistic and Executive Directors
- Student/client outreach and creation of community initiatives
- Social Media
- Internal Communications
- Website Updates (Wordpress)
- Monthly Reports and Stats

Marketing Intern

DivaGirl Entertainment

2012-2013

- Social Media
- Website Updates
- Blog Writing
- Event Promotion and Curation
- Event Production
- Choreography and Instruction

Education

The Social School

Social Media Certificate

2019

ATBX Bootcamp

Entrepreneurship

2018

George Brown College

Commerical Dance Program

2009

St. Francis Secondary School

Grauduated with Honours

2002-2006

Skills and Abilities

- Photoshop, InDesign, Canva
- Sprout Social & Hootsuite
- Microsoft and Apple Softwares
- Problem Solving Skills
- Professional and Effective Communication Skills
- Project Management
- Event Planning and Production
- Public Speaking
- Graphic and Video Editing/Creation

Virtual Assistant Services

- Newsletter Design
- Newsletter Content Creation
- Social Media Ad Set-Up/Management*
- Content Creation Services*
- Wordpress Updates
- Webinar Setup
- Proofreading
- Data Entry
- Internet Research
- Customer Service
- Blog Management
- Responding to blog comments
- Social Media Graphic Design*
- Video Editing
- Payments and Invoicing
- Email Reminders
- Email Management
- Calendar Management
- Scheduling Social Media*
- Travel Research & Booking

*Need assistance with your Social Media? Let's chat! I am happy to build a custom package to suit exactly what you need.