

# ALEXANDRA B. WOJTON

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**Objective:** To obtain a position as a sales account coordinator for a global and progressive advertising agency.

## EDUCATION

- The Pennsylvania State University, University Park, PA** *June 2010*  
**Bachelor of Arts**  
Major: Communications Arts and Sciences - Public Speaking; Minor: Business
- Kanda University of International Studies 神田外語大学, Tokyo, Japan** *3/20/09 – 7/15/09*  
Completed a semester of studies that focused on Japanese language and culture

## RELEVANT WORK EXPERIENCE

- Advertising Account Coordinator** *5/16/11-Present*  
**Abelson-Taylor Inc, Chicago, IL**
- Maintained both internal and client status reports, moderated all internal meetings, and supervised the Traffic Coordinator's daily duties.
  - Served as the sole Traffic member in charge of the organization and smooth running of our agency's annual Digital Expo; an internal exhibition that displays Abelson Taylor's own interactive advertising technology on state of the art equipment.
- Advertising Traffic Coordinator** *2/14/11-5/13/11*  
**Abelson-Taylor Inc, Chicago, IL**
- Served as a communication liaison between multiple departments, maintaining timetables and monitoring the flow of each project through all groups.
  - Responsible for tracking all projects from initiation to completion by scheduling meetings, prioritizing the routing of projects, and efficiently updating multiple team agendas.
- Marketing & PR Internship** *3/23/09-7/10/09*  
**Yellow Ruby Brand and Designs, Inc., Harajuku, Tokyo**
- Managed Yellow Ruby's online fashion website and e-shop to appeal to Japanese shoppers by offering American fashion and style to enhance buyer experience and increase store sales.
  - Attended fashion conventions throughout Tokyo to buy private collections based upon clientele.
  - Assisted and attended the production and creative vision of professional photo shoots for advertising and marketing campaigns.
  - Worked with boutique owners, local celebrities, and designers to select Yellow Ruby merchandise for store inventory and public appearances.
  - Created a personal blog for Yellow Ruby customers:  
<http://www.yellowruby.co.jp/about/index.htm> under ALEX BLOG.

### Financial Internship

5/21/07-8/17/07

#### **Snow Capital Management, Inc., Pittsburgh, PA**

- Worked at firm to help analyze prospective companies (i.e. Gap) as a financial investment for firm's clientele.
- Researched prospective company activity and reported to senior managers and the CEO during weekly portfolio reviews.
- Assisted my team to solve the database storage dilemma for the firm by converting all paper statements and documentation into an electronic file and folder system.

#### **SKILLS**

- Computer: Proficient in Microsoft Applications: Excel, Word, and Power Point
- Designed web-design applications and online blog sites
- Language: Intermediate Spanish and basic Japanese reading, writing, and speaking

#### **MEMBERSHIPS/AFFILIATIONS**

- Penn State Investment Association, Member
- Global Connections – International Conversation Partners Program, Member
- Penn State Vole Ballet Club; Member and performer in bi-yearly productions