



SHELBY LOGAN

PERSONAL PROFILE

An outgoing and energetic individual with a positive attitude towards work. Full command overall secretarial and administrative tasks. Proven ability to work under stress while meeting strict deadlines.

CONTACT

-  1292 Ocean View Road
Victoria, BC
-  shelbylogan@hotmail.com
-  (250) 507-2833
-  /shelbylogan

EDUCATION

Camosun College
Bachelor in Marketing -2018

Camosun College
Diploma in General
Management -2016

Camosun College
Diploma in Business
Administration -2016

WORK EXPERIENCE

Hutcheson & Co., Social Media Manager & Office Administrator

JAN 2019 - PRESENT

- Schedule appointments, manage calendars for all partners
- Greet clients, answer phones, take messages and forward calls
- Develop and maintain a filing system
- Create and modify documents

Concept4 Global, Director of Marketing and E-Commerce Development

JUN 2018 - MAY 2019

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

South Island Royals, Marketing Coordinator (Co-op)

MAY 2017 - JAN 2018

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

Keg Steakhouse + Bar, Server

OCT 2015 - PRESENT

- Serve a large section quickly and efficiently
- Deal with complaints or problems with a positive attitude

SKILLS

- Ability to work under pressure
- Proficient with Microsoft Office
- Excellent written and verbal skills
- Creative problem solver
- Highly organized and efficient
- Fast typing skills