

JOSIE PAUTZKE

I am a persistent, loyal and passionate person who will work hard and can learn fast. I am a team player and understand that what I do involves many others. I value teamwork and believe it is essential in the workplace.

WORK EXPERIENCE

Jun. 2021-Jun. 2022

Marketing Assistant Asset Living- Grove at Ames

Grew Grove at Ames' Instagram account to over 1,000 followers maintaining a 10% engagement rate in six months. Curated content across 4 social channels ensuring a cohesive brand identity. Experience in Canva, InDesign, Photoshop and Premiere Pro

Jun. 2022-Dec 2022

Leasing & Marketing Team Lead Cardinal Group Management - Grove at Ames

Collaborated with marketing to design media campaigns. Mastery of written communication and attention to detail. Coordinated with staff and outside vendors to set up 4-6 events/month. Curate advertisements and campaigns over email template and social media. Experience with Adobe Creative Suite and Canva.

Feb. 2023 - May 2023

Leasing Specialist Dwell Management Group

Manage large portfolio of properties across the Rochester, MN area. Apply knowledge of fair housing laws, create listings for properties, conduct property inspections, understand lease ledgers. Operate all properties effectively.

May 2023 - Present

Office and Marketing Assistant Heyn Brothers Roofing

Coordinated office operation by managing daily administrative tasks such as answering phones and handling correspondence. Assisted in the development and execution of marketing campaigns to promote services. Helped maintain social media platforms to enhance online presence. Prepared marketing materials, including presentations, brochures and promotional content.

May 2023 - Present

Freelance Marketing Professional

Astrofitters

Developed and implemented comprehensive marketing strategies tailored to meet clients' specific goals and objectives. Conducted market research to identify target audiences, competitors and trends. Created engaging content for platforms including social media. Collaborated with clients to understand brand voice, messaging and selling propositions for effective communication



CONTACT

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MY SKILLS

Project Management

Leadership

Problem Solving

Creativity

Time Management

Graphic Design

EDUCATION

Bachelor of Public Relations
Minor in General Business
Iowa State University
2019- Fall 2022