

# Steven Mah

Lincoln, NE | (402) 218-7468 | stevenjmah@gmail.com

## EXPERIENCE

### Account Specialist

KIDGLOV // 1 YEAR, 2 MONTHS

- Managed campaign schedules to keep projects on track and meet client deadlines
- Interacted weekly with clients via email, virtual meetings and in-person meetings
- Wrote social media content and set up monthly content calendars for various clients

### Recruiter

SPREETAILE // 2.5 MONTHS

- Engaged in high-volume recruiting to fill positions for Spreetail's Warehouse and Customer Experience Roles
- Participated in mock interviews for UNO and UNL to help students prepare for real-life interviews
- Owned the entire hiring process from beginning to end including sourcing, interviewing, offer and closing

### Product Copywriter

SPREETAILE // 8 MONTHS

- Created engaging copy for a variety of products to be sold on marketplaces such as Amazon, Walmart and Target
- Optimized listings by doing SEO keyword research and strategically incorporating them into the products description and features
- Collaborated with fellow teammates to attribute close to 100 listings each day for best results on Target's Marketplace

### Marketing Associate – Part Time

HEARST TELEVISION DIGITAL STUDIO // 6 MONTHS

- Coordinated with clients as their main point of contact by setting up Kickoff Calls
- Managed various Facebook video campaigns using Ads Manager and wrote copy for each post
- Provided clients with detailed campaign analytic reports

### Copywriter/Social Media Intern

NELNET // 10 MONTHS

- Wrote print, email and social copy for a variety of Nelnet's business solutions
- Organized social media calendars for internal and external clients
- Contributed to various naming projects including different rebranding efforts

### Orientation Leader

UNIVERSITY OF NEBRASKA-LINCOLN // 8 MONTHS

- Conducted tours and led small group discussions
- Developed important communications skills by interacting with university leaders, parents and students
- Outlined day-to-day tasks and created presentations for parents and students

## EDUCATION

### University of Nebraska-Lincoln

Degree: Bachelor of Journalism

GPA: 3.637/4.000

Dean's List: Fall 2014, Spring 2015, Fall 2017

Graduation: May 2018

## Skills

- Highly proficient with Microsoft Office Suite such as Word, Excel and PowerPoint
- Able to build strong relationships with excellent verbal and written communication skills
- Demonstrated public speaking skills through team and client presentations