



Alexandria Sieck

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 USA

 [LinkedIn](#)

 [Portfolio](#)

EDUCATION

BS, Communications

Arizona State University

2007-2011

Certificates & Training

Creative Copywriter

The Creative Copywriter Academy

TESOL

Language Corps, USA

Digital Marketing

HubSpot

SEO

HubSpot

SEO Principles

Semrush

SEO Content Writing

LinkedIn

TECHNICAL SKILLS

MS Office

Google Drive

Social Media

Copywriting

SEO

SOFT SKILLS

Time Management

Adaptability

Problem-solving

Critical Thinking

Teamwork

Flexibility

ABOUT ME

After studying a BS in Communications, my first career move was into account management. From there, I shifted into coordinator roles within HR departments. I left America in 2014 to pursue a teaching career in Vietnam. Over the years, my job experience has allowed me to develop a skillset that transfers to the field of Copywriting.

EXPERIENCE

Teacher

VUS / Vietnam / 2014 - Present

One of the biggest language centers in the South of Vietnam.

- Create, write, and teach relevant English lessons focused on building fluency.
- Develop reading, writing, speaking, and listening skills in students ages 4-20.
- Prepare students for exams and oral presentations.
- Adapt lesson plans and curriculum for different levels.

Recruitment Coordinator

Allegis Global Solutions / Arizona, USA / 2013-2014

Talent acquisition services to fully outsourced workforce management offerings.

Optimizing human capital strategies and solving talent challenges.

- Developed and coordinated timely interview schedules for candidates utilizing the clients' internal email calendar technology (Microsoft Outlook).
- Organized and prepared any schedules and changes.
- Communicated directly with the candidates and coordinated all of their needs.
- Trained and coached new hires and provided new hire orientation.

Administrative Coordinator

DataShere Technologies / Phoenix, USA / 2012-2013

Provides online and mobile advertising solutions. Advertisements, social media integration, mobile marketing, email campaigns, and other related services.

- Responsible for all of the administrative needs of a 200-employee call center.
- Supporting the Site Director and Sales Management team and supporting onsite Recruiters and HR Manager.
- Administrative support for HR including management of new hire paperwork processing, orientation activities, and offer letters.
- Implemented and reported monthly sales meetings.

Account Executive

DataShere Technologies / Phoenix, USA / 2012-2012

Provides online and mobile advertising solutions. Advertisements, social media integration, mobile marketing, email campaigns, and other related services.

- Helped local businesses raise their visibility, converted more customers, and gained a competitive edge with custom marketing strategies.
- Educated clients about the power of DataSphere's online advertising and news media partnerships.