

# ALEXANDRIA SIECK

Copywriter

## CONTACT

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## EDUCATION

**Arizona State Univeristy**

B.S. in Communications

## AWARDS & CERTIFICATIONS

- Google Digital Marketing & E-commerce Coursera, 2024
- Creative Copywriter The Creative Copywriter Academy
- Meta Certified Digital Marketing Associate

## SKILLS

- Communication
- Adaptability
- Collaboration
- Problem-solving
- Organization and time management

## PROFILE

Passionate about leveraging my skills in copywriting to make a real impact. My diverse background spans both education and corporate sectors, and I've honed my communication and interpersonal skills through teaching and recruitment roles. Eager for a new challenge where I can contribute and continue to grow. I am highly organized, detail-oriented, and have strong communication skills.

## WORK EXPERIENCE

### COPYWRITER

**Mg.Limited- Mueller Group Company, Saigon, Vietnam**

*November 2023 - June 2024*

- Property & corporate project branding, repositioning, and brand development.
- Provide excellent customer service to clients marketing campaigns for properties
- Write clear engaging articles and social posts that cater to the target audience to ensure accuracy, clarity, and adherence to tone and style guidelines.

### TEACHER

**Anh Van Hoi Viet My - Vietnam USA Society, Saigon, Vietnam**

*October 2014 - September 2023*

- 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*

- 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

**DataSphere Technologies, Arizona, USA**

*2012-2013*

- Responsible for all administrative needs of a 200-employee call center.
- Supporting the Site Director and Sales Management team and supporting onsite