DANIEL CARTER

DC

Digital Marketing Specialist

Content Strategy and Social Media

PROFILE

Marketing specialist with experience planning social content, maintaining editorial calendars and reviewing campaign reports. Comfortable coordinating briefs with designers and account teams. Looking to support a brand with clear messaging and a consistent publishing schedule.

CONTACT

Austin TX

+1 202 555 0146

daniel.carter@example.com

portfolio.example.com

EXPERIENCE

Digital Marketing Coordinator

Northbridge Studio | Mar 2023 - Present

- Plan monthly social content and coordinate campaign assets with the design team.
- Prepare reporting summaries and record agreed changes for the next campaign.
- Maintain a shared editorial calendar and review content before publication.

Social Media Assistant

Harbor Creative | Sep 2021 - Feb 2023

- Draft captions, schedule approved posts and organize visual assets.
- Monitor audience questions and route requests to the account team.

Communications Intern

Community Arts Project | Jan 2021 - Aug 2021

- Help prepare event announcements, newsletters and website updates.
- Collect approved copy and images from project coordinators.

SKILLS

- Content planning
- Social media scheduling
- Campaign reporting
- Google Analytics 4
- WordPress and Canva
- Team coordination

EDUCATION

BA in Communications

Northbridge University

2017 - 2021

Digital Marketing Certificate

Open Learning Academy | 2023

LANGUAGES

English | Native

Spanish | Professional working