



Ashleigh Lee

(408) 230-3998

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Dedicated and versatile with experience in creative and support roles.

Objective To further build creative thinking and production in a marketing position to grow and move into a marketing managerial position in three to five years.

Skills Adobe Creative Suite 5: Illustrator, InDesign, Flash, Premiere, Photoshop, Dreamweaver
Microsoft Office: Word, PowerPoint, Excel, Outlook, Access

Education	DeVry University, Fremont, CA B.S. Technical Management Concentration, Web Graphics Design Graduation, June 2011	California Polytechnic State University, San Luis Obispo B.S. Business Administration Concentration, Financial Management Minor, Graphic Communications Graduation, December 2009 GPA 3.525
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Experience **Marketing Communications Intern** June 2010 - present
Ericsson, Inc. - San Jose, CA

- Currently create and review collateral (i.e. PowerPoint presentations, brochures, datasheets) to creatively convey complex technical information while adhering to the brand guidelines.
- Develop and refresh user interface of internal website with Flash animation.
- Film and edit videos to educate and build enthusiasm in sales force about Product Area IP and Broadband's products and solutions.
- Support events. Conduct executive and product photoshoots.

Administrative Support Assistant I January 2010 - June 2010
California Polytechnic State University, San Luis Obispo

- The liaison between the Contracts, Procurement, and Risk Management department and the University Graphic Systems student-run print organization to begin a new, on-campus letterhead and envelope production process.
- Trained and oversaw student assistants.
- Maintained department website and important documentation.
- Organized Open Forums to help update and educate campus on the latest policies and procedures our department employed.

Student Assistant May 2008 - December 2009
California Polytechnic State University, San Luis Obispo

- Successfully entered vendors into database for the Contracts, Procurement, and Risk Management department.
- Efficiently processed requisitions into purchase orders and logged insurance documents.
- Created process guides for new student assistants.

Director of Web Design, Corporate Recruitment Account Manager June 2008 - June 2009
California Polytechnic State University, San Luis Obispo

- Branded the International Career Conference team, created a logo, website and marketing materials.
- Successfully recruited companies to attend the job fair at conference.

References **Gil Acedillo** (408) 718-7316
 Web Manager, Product Area IP and Broadband
 Ericsson, Inc.

Matthew Roberts (805) 756-2234
 Director, Contracts, Procurement, and Risk Management
 California Polytechnic State University, San Luis Obispo