Aria Bailey

**Sales Manager**

Target-oriented, digital marketing and communications leader, with extensive experience (over 20 years) in the digital marketing world. Knowledge of web technologies and high-level understanding of marketing tactics and enterprise business scenarios. Meticulous and diplomatic manager, Certified Scrum Master with a background in the Software Development field.

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| Education**Bachelor of Commerce***The International University - Missouri*1995 – 2000**Diploma in Foreign Affairs***Universal Culture Institution*1990 - 1995SkillsMicrosoft Office◼◼◼◼◼◼◼◼◼◼◼Confidentiality◼◼◼◼◼◼◼◼◼◼◼Accuracy◼◼◼◼◼◼◼◼◼◼◼Planning and Organizing◼◼◼◼◼◼◼◼◼◼◼Initiative◼◼◼◼◼◼◼◼◼◼◼Teamwork◼◼◼◼◼◼◼◼◼◼◼ | Experience**Sales Manager** *Universal Traders - Missouri*2008 – Present* Elevated the efficiency of the marketing and design teams by creating a company-level documentation of best practices.
* Coordinated and developed weekly team sprints and replaced the old do-as-you’re-told method of doing things.

**Sales Assistant** *Trust Superstore – Missouri*2000 – 2008* Oversaw project design and development. Lead a team of 10 graphic designers to complete a 200-page project in three months.
* Maintained departmental and production budget, renegotiated contract terms, usage rights, and rates for plans.

Sales Intern*Trust Superstore – Missouri*1997 – 2000* Designed and developed websites icons, typography, and layout for a 25-page retail client.
* Edited and proofread documents before being published online or sent to print.
* Skilled in multiple designing and blueprinting software.
* Participated in student coordination events for increasing retention.
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