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 - 1995  Skills  Microsoft 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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