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# ANDREW FARRAR

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## OBJECTIVE & BIO

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My goal is to succeed while bringing your ideas and goals to fruition. I am a reliable and product-oriented individual set on improving myself through my professional and social settings. The work that I aim to do is to not only benefit myself but also those around me. I prefer fast-paced environments where I can learn and grow, while applying my skill sets to better organize and develop the spaces, I am in.

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## EDUCATION

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Northeastern University  
(2015-Present) – Behavioral  
Neuroscience, B.S. GPA: 3.3

East Providence High School –  
Diploma (2011-2015)

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## AREAS OF EXPERTISE

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### Office

- Ability to carry out tasks quickly and efficiently
- Meeting organization & calendar management
- Able to work individually or as part of a team
- Comprehension of Microsoft Office Suite and Google Drive

### Marketing

- Social media campaign management and design
- Client communication and conferencing, able to work to establish compromises in line with client goals
- Heavy focus on product knowledge and understanding

### Personal

- Professional and social demeanor, ability to evolve and adapt
- Able to own shortcomings and work towards the best resolution
- Adheres to timelines and enjoy working in a fast-paced environment
- Always exploring fashion trends while looking presentable and professional

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## REFERENCES

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Available upon request

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## CAREER HISTORY

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### **Russo Partners LLC – New York, NY**

Social Media Specialist – *May 2018 – Present*

***Duties:***

- Organized various social media campaigns to boost consumer and investor awareness of client brands, including start-ups, healthcare providers, and biotech companies
- Collaborated with clients to establish clear, consumer faced messaging based around product knowledge and understanding
- Presented new ideas and efforts to clients to improve demographical comprehension
- Engaged client customers across social media channels, including Twitter, LinkedIn, Facebook, & Instagram

### **Northeastern University – Boston, MA**

Front Desk Assistant – *January 2016 – May 2020*

***Duties:***

- Organized student files through manual and digital data entry
- Coordinated various office events, including planning via Mailchimp
- Managed calendars, appointments, emails, and other correspondence via Outlook and Teams

### **Somos Gallery – Berlin, DE**

Gallery Assistant Manager – *September 2018 – January 2019*

***Duties:***

- Managed appointments, meetings, and events for founder of non-profit art residency and gallery
- Assisted in the installation of gallery pieces
- Answered phone calls to organize events and partnerships; met with potential artists and interviewed them pre- and post-entry into program
- Organized social media campaigns designed to promote events and openings