

# Maja Baran

858-401-9491 | majabaran1218@gmail.com | San Diego, California

## EXPERIENCE

### SEO ASSOCIATE

#### iMatrix

San Diego, CA

June 2018-Present

- Implement SEO best practices writing meta content in support of client initiatives by improving page ranking for specific keywords
- Responsible for ordering, editing, and posting content material for various clients and delegating tasks to the SEO team
- Work with team members to develop and understand digital marketing strategies that will meet client's objectives

### MARKETING CONSULTANT

#### SOLE Effects

San Diego, CA

August 2018-Present

- Develop marketing communications and marketing plan for website and social media platforms
- Create an expansion plan for the organization to grow and spread across districts in San Diego County

### GUEST SERVICE AGENT

#### Hampton Inn & Suites

Poway, CA

May 2016- June 2018

- Process over 100 guest arrivals and departures per day
- Respond to telephone and in-person requests for information, enter reservations, and handle guests requests in a timely manner
- Coordinate with housekeeping and maintenance to ensure all requests are handled promptly
- Correctly handle business phone calls and direct to appropriate recipients

### MARKETING INTERN

#### Advanced Marketing Strategies

La Jolla, CA

February 2018- May 2018

- Social media management, client research and campaign reporting
- Assist in the proofing of various creative elements, such as print, online ads, direct mail, radio and TV spots
- Provide support to social media efforts and assist in the scheduling of daily/weekly posts for various clients
- Implement SEO best practices

Expected: 12/2018

## California State University San Marcos

San Marcos, California

### Bachelor of Science in Business Administration: Marketing

## EDUCATION

6/2016

## Palomar College

San Marcos, California

### Associate in Science, Associate in Arts

## SKILLS

- ❖ Salesforce
- ❖ WordPress
- ❖ Web Design
- ❖ Landing Pages
- ❖ SEO Copywriting
- ❖ Social Media Management
- ❖ Microsoft Office Programs
- ❖ Basic Photoshop/ Illustrator
- ❖ Bilingual: Polish and English
- ❖ 8+ Years Customer Service Recognition
- ❖ Excellent Verbal and Communications Skills


## AFFILIATIONS & ACHIEVEMENTS

- Social Media Director for CSUSM Marketing Society
- Professional Mentor Program at CSUSM
- Employee of the Month Hampton Inn & Suites
- Outstanding Community Service Certificate from State of CA Senate

## CERTIFICATIONS

- GOOGLE ADWORDS
- HOOTSUITE
- GOOGLE ANALYTICS

## SOCIAL

 [www.majabaran.com](http://www.majabaran.com)

 <https://www.linkedin.com/in/majabaran>