

DUNCAN ALEXANDER

Social Media Specialist

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http://bit.ly/duncanworks

Los Angeles



ABOUT

Duncan Alexander has worked in a wide array of both private and public sector positions with a focus on management, implementation of large-scale events, and social media strategy. His work in the Non-Profit sector garnered him two Presidential Volunteer Service Awards and while at Jumpwire Media he was quickly promoted to lead the charge on social media for world famous brands.

EXPERIENCE

SENIOR ACCOUNT MANAGER

JUMPWIRE MEDIA

10/2016 - Ongoing Santa Monica, CA

Social Media Agency

- Crafting the full creative and digital strategies, client requests, client meetings, data analytics, data and content presentations
- Managed 15 freelancers: content creators, copywriters, community managers, and proofreaders
- Ran advertising campaigns across Facebook, Twitter, and Instagram including budget tracking and reporting

SOCIAL MEDIA STRATEGIST

RENTAL HOUSING DEALS, TENANT SOCIAL

12/2014 - 11/2016 San Gabriel, CA

Multifamily Digital Marketing

- Digital content curator helping to create and craft social posts serving affordable housing properties and non-profit groups
- Community management, ad campaign strategy, and optimization Weekly database/asset management
- Daily original content creation

HEAD COORDINATOR

UCLA SUMMER CAMPS

2010 - 2015 Westwood, CA

- Responsible for multiple events hosting 150 children Weekly schedule management
- Managed a 45 person team
- Logistics for daily events
- Curriculum development
- Managed payroll

SOCIAL MEDIA

 **Facebook**
DuncanAndStuff

 **Twitter**
DuncanAndStuff

 **Instagram**
DuncanAndStuff

 **LinkedIn**
duncanalexanderworks

Duncan.and.stuff@gmail.com

(323) 309-8544

Los Angeles, CA

LIFE PHILOSOPHY

"There is nothing that cannot be learned if you work hard enough."

MOST PROUD OF



Time with Americorps

I packed all my stuff and moved to Los Angeles to volunteer full time for two years in under served communities.



Teamwork & Communication

I love working with large team and am proud of the business, as well as, personal connections I have made throughout my career.



Client growth

Working with all of my clients using data and key insights. Recently doubling followers and engagement for a Sony brand organically by 200% on Instagram.

TECHNOLOGIES

Google Apps Suite

Slack

Buffer

Facebook Business Manager

Cyfe

Facebook Ad Manager

HootSuite

Platform Insights

Google Analytics

MailChimp

Wordpress

Dropbox

EDUCATION & AWARDS

English

Butte College

2012 - 2015

Film Production

LACC

2011

Presidential Volunteer Service Award

President Barack Obama

2009