

SEAN GORDON

EDUCATION

Bachelor of Arts, Criminal Justice And Political Science, 05/2016

The University of Alabama - Tuscaloosa, AL

- Elected to Vice President for Sigma Alpha Mu Fraternity in 2014.
- Elected to Recorder for UA's United Greek Council in 2014.

WORK HISTORY

Executive Assistant / Content Manager, 12/2016 - 06/2023

Redline Steel, Huntsville, AL

- Streamlined executive communication by managing emails, phone calls, scheduling appointments, and maintaining key client and vendor relationships.
- Enhanced productivity by organizing travel arrangements and coordinating accommodations for the CEO.
- Oversaw company website and marketing content with responsibility for design layouts, copywriting and editing, data analytics and reporting, and various digital projects.
- Drafted all press-related articles, interviews, and press releases for the company.

Political Sales Coordinator (Contract), 08/2016 - 11/2016

NCC Media, Washington, DC

- Increased sales revenue by establishing strong relationships with clients and identifying new business opportunities.
- Streamlined sales processes for improved efficiency and customer satisfaction.
- Provided exceptional customer service, addressing client inquiries and resolving issues promptly.

Legislative Intern, 06/2016 - 08/2016

U.S. House Of Representatives, Washington, DC

- Managed Capitol tours, constituent casework, phone calls, records maintenance, and flag requests while providing administrative support for staff members.
- Helped prepare briefing materials, talking points, and policy research for the Congressman.

Grassroots Campaign Volunteer, 03/2016 - 05/2016

Senator Richard Shelby Campaign, Birmingham, AL

- Increased voter engagement through neighborhood canvassing, constituent outreach, fundraising efforts, and phone banking.

 Huntsville, AL 35824

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PROFESSIONAL SUMMARY

Driven and resourceful administrative professional with 7+ years of experience in public relations and executive administration. Successfully manages high-volume workloads in rapidly changing environments. Demonstrates excellent customer service, problem-solving, attention to detail, multi-tasking, and communication skills.

Willing to Relocate.

SKILLS

- Scheduling
- Client Relations
- Customer Service
- Technical Support
- Strategic Planning
- Website Management
- Content Development
- Administrative Support
- Email and SMS Marketing
- Data Research and Reporting

CLUBS / AWARDS

- Eagle Scout
- College Republicans
- United Greek Council
- Sigma Alpha Mu Fraternity
- Student Government Assoc.