

PATRICIA FLYNN

MARKETING DESIGNER

CONTACT

📞 424-844-8936
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📍 Los Angeles, CA

EDUCATION

WESTCLIFF UNIVERSITY
Master of Business Administration
with concentration in Marketing
Sept 2025-Present (*Professional
format; work-compatible*)

UCLA EXTENSION
Design Communication Arts
certificate program
2023-2024

**SCHOOL OF MANAGEMENT
FRIBOURG, SWITZERLAND**
Bachelor of Science in
Business Administration
2014-2018 (*Professional format*)

CERTIFICATIONS

Fundamentals in Marketing &
Social Media (CADSchool, 2022)

Social Media Marketing
(Hubspot Academy, 2021)

SKILLS

- Content planning
- Editorial calendars
- Campaign assets
- Basic analytics
- Brand guidelines
- Canva
- Adobe Creative Suite
- CapCut
- Meta Business Suite
- Google Workspace

LANGUAGES

French (native)
English (Fluent)
German (Intermediate)

SUMMARY

Marketing designer with 5+ years in communications and digital content. I plan, create, and ship social campaigns and launch assets aligned with brand goals. Experience across HR, sales ops, and admin. MBA (Marketing) in progress — professional format, work-compatible.

EXPERIENCE

MARKETING DESIGNER
PATRICIA FLYNN DESIGN LLC
Los Angeles, CA (Remote) — Mar 2024–Present

- Plan and run monthly/weekly Instagram calendars tied to launches—brief, write, design, schedule
 - Produce on-brand assets (reels, carousels, stories, flyers, light packaging)
 - Maintain brand voice and visuals across accounts; coordinating approvals and deadlines to hit publish dates
- 📷 [@jannafackrell](#) [@camilagreenberg](#) [@atyoursoulspace](#)

SALES OPERATIONS & CUSTOMER SUPPORT
YOKOHAMA (SWITZERLAND) LTD.
Switzerland — 2022-2023

- Managed Switzerland-wide order flow end-to-end (intake, entry, factory coordination, delivery follow-up, invoicing)
- Prepared accounting reports for Central Europe; supported invoicing and light A/R–A/P reconciliations; maintained accurate records in ERP & Excel

COMMUNICATIONS & PR ASSISTANT
TPF LTD.

Switzerland — 2018-2021

- Produced content for social and internal channels with in-house teams and partner agencies
- Organized press conferences; wrote and distributed press releases
- Ensured brand consistency across messaging and visuals

HR ADMINISTRATIVE ASSISTANT
TPF LTD.

Switzerland — 2017-2018

- Coordinated recruitment administration, onboarding, benefits, and offboarding
- Maintained employee records/HRIS and prepared standard HR documentation

ADMINISTRATIVE ASSISTANT
FRIBOURG CANTONAL COURT

Switzerland — 2009-2016

- Managed office operations: calendars, reception, correspondence, filing/archives
- Recorded official minutes for judges' panel meetings and trials