

## Jake Paterson | Personal Profile

Marketing Assistant / Project Admin Support



### Profile

Jake is responsible for many of TNG Marketing activities and reports to the Director responsible for Marketing. Together they ensure that Company marketing information is up-to-date, complete and available for the company's business development needs.

Jake is an effective team player and is able to work collaboratively. His Marketing role sits side-by-side to his other project-focused responsibilities. With the rest of the Team, Jake is responsible for producing and issuing project documentation. He is self-motivated and tenacious, and has the confidence to make decisions and resolve problems. He also has a can-do attitude. Nothing is too much trouble and he goes out of his way to help others whenever he can.

### Training

**Word, Excel, PowerPoint, Business Writing, Time Management, Social Media.**

### More about Jake

*One day I would like to...*

**Score a hat-trick for Saints at Fratton Park, or, hole-out down 18 at Augusta to win the Masters.**

*If I won the lottery I would...*

**Buy a pub or a sports bar.**