

Angelica Negrete

EDUCATION

Bachelor's of Science

Old Dominion University
(currently enrolled online)

- BSBA Marketing
- Entrepreneurship Minor

Associate Level of Completion

Pikes Peak Community College
2020

SKILLS

- * SEO & Marketing
- * Verbal & Written Communication
- * Adobe Creative Cloud
- * Photoshop & Illustrator
- * Content Creation
- * Email Distribution
- * Calendar Management
- * Graphic & Web Design
- * Event Coordination
- * E-Commerce & WordPress

PROFILE

A creative professional looking for a role that would allow me to wear multiple hats within the media, communications, and human relations industries while gaining professional experience in an enriching career where there is always something new to learn.

EXPERIENCE

Administrative/Human Resources Manager, Cinemark Tinseltown June 2016 – November 2020 (COVID shut-down)

- Resolved customer concerns and cultivated employee relations.
- Conducted employee on-boarding, paperwork, and managed personnel files.
- Facilitated product ordering, inventory, training, payroll, and scheduling.
- Coordinated and planned events and managed multiple calendars.
- Oversaw employees and directed customer sales based on budgeting goals.
- Submitted invoices, reconciled business funds, and created deposits.

Operations Specialist, TPH/SoCo Signs & Embroidery June 2019 – September 2019

- Created social-engine optimization and blog posts for multiple websites.
- Produced marketing emails to residential and commercial leads.
- Communicated with customers, vendors, and commercial properties.
- Proactively updated website content and promotions.
- Maintained positive affiliate relations with real estate groups, property managers, and clients.

CERTIFICATIONS

- * Certified Web Designer with Adobe Creative Cloud Certification: (World of Webmasters 2021) Known Software Languages: HTML, CSS
- * Remote Working Professional Certification (CTeLearning 2021)