

Jared Medrano

Denver, CO 80221

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Authorized to work in the US for any employer

Work Experience

Real Estate Office Assistant

REMAX Alliance Group - Arvada, CO

July 2021 to August 2022

At RE/Max Alliance I worked as a Real Estate Office Assistant. My duties include staffing the front desk and greeting anyone who comes in as well as answering the phone, I also replenish and stock office goods as they run low and make sure documents are present and in order before closings as well as responding to any agent needs. Lastly, I also help market the social media Facebook page and other marketing materials.

Sales Associate

Allied Global - Denver, CO

September 2019 to August 2021

Allied Global 09/11/2019- 08/20/21. At Allied Global I have been an exceptionally reliable lead for multiple campaigns by being able to adapt to new systems and work environments numerous of times. While being here I had received a Top Performer award 3 times for going above and beyond with my work ethic. I had become a lead in my bay to help others bypassing codes and any other problems they had ran into.

Produce Clerk

King Soopers - Arvada, CO

March 2019 to August 2019

At King Soopers it was my job to restock the produce and maintain the cleanliness of the produce area. This job also included unloading the produce truck and putting it away in the freezer in a timely manner. Also tending to customers who had questions about a product.

Education

Associate in Business Marketing

Front Range Community College - Thornton, CO

January 2020 to Present

High school diploma

Arvada High School - Arvada, CO

August 2015 to May 2019

Skills

- Marketing
- Cold Calling
- Account Management
- Systems Integration
- Salesforce
- Produce Experience
- Sales Management
- Quick Adaption to new work environments
- Highly organized
- Work Independently and in Teams
- Strong Wiled
- Social Media Management
- Digital Marketing
- Email Marketing

Certifications and Licenses

Real Estate License

July 2022 to January 2023