

## **Raquel Pinelli**

**1727 E. 78TH Ave. Apt.114**

**Denver, CO. 80229**

Aspiring marketing professional with the proven ability to perform beyond expectations in complex business environments. Well versed in internal communication and external correspondence strategies. Educated in marketing, strategic planning, and strategy development. Fast learner with an unmatched work ethic. Excellent interpersonal communication skills with the ability to build positive rapport with others, engage regular clientele, and deliver high quality customer service. Strong attention to detail yields accurate file management and documentation competencies. Motivated to produce superior experience for consumers. Excellent team leader and supervisor with advanced problem solving, decision making skills and proven ability in execution capabilities.

Authorized to work in the US for any employer

### **Work Experience**

#### **MARKETING/RECEPTIONIST**

##### **LOS NOTARIOS**

March 2015 to June 2015

- Conserve managers time by performing all clerical duties including answering and initiating agency correspondence, routing phone calls, as well as completing agency errands.
- Serve as project liaison in absence of manager as well as ensure as well as ensure that projects were completed in a timely manner and to clients' specifications.
- Participate in mass marketing events by designing and printing flyers for large scale events i.e. Cinco De Mayo
- Routinely perform inventory management by monitoring and tracking office supplies and needed materials for projects.

#### **AMBASSADOR**

##### **RIVIERA CASINO**

September 2007 to May 2008

- Responsible for carrying out a variety of transactions as well as completing any accompanying paper work.
- Performed credit checks and reviewed credit references for new credit accounts.
- Balanced books upon close of business and reported transactions to floor manager/ team leader.

**Education**

**BACHELORS OF Business SCIENCE in Marketing UNIVERSITY OF PHOENIX**  
Westminster, CO. 2010 to 2015

**Skills**

Microsoft office (5 years), Outlook (Less than 1 year)

**Additional Information****CORE COMPETENCIES:**

- Partner relations - Client/partner relations - Data Entry
- Brand management - Advertising -Program Operations
- Social Media -Partner Communications