

Gregorio Salcedo

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OBJECTIVE

To provide quality service and innovation within all required fields of my mandated responsibilities, and to demonstrate potential to excel within my company.

EXPERIENCE

[03/2015 – 06/20] [Los Angeles Filming Company] [Los Angeles, CA]

[Content Creator] *[Supervision of: 2 employees electronically in San Francisco, 4 in Los Angeles]*

- .arrange lighting methods to needs .adjust cameras and lenses .direct subjects
- . Camera rental agreements . Color correction and video editing . Draw up client-based contracts
- . QuickBooks accounting (invoicing, bookkeeping) . Budget management of up to 20k . Payroll coordination
- . Organize crew call sheets . Insurance certification . Structure formulated prospect sales pitches

[01/2019 – 01/20] [Pointaview inc.] [Los Angeles, CA]

[Social Media Coordinator] *[Generated more than 100k from online sales]*

- .Content strategy . Promo content creation . Alternate marketing approaches
- .SEO consulting . Brand aesthetic direction . Digital ad campaigns: PPC, promos, publicity efforts
- .influencer contracts .produce YouTube material .engage and boost social media platforms

. Build web communities through blogs

. Market research / adapt to platform updates

. Prospect outreach

[03/2018 – 12/2018] [Electroline Inc.] [Los Angeles, CA]

[Ecommerce Fulfilment Specialist] *[over 20,000 name retail purchase orders processed]*

. Process orders for: Walmart, Overstock, Amazon, Sears, Kmart, Evine

. Operate and integrate Fedex and UPS shipping programs

. Format/ manipulate csv and text tab delimited files for bulk processing

. Troubleshoot in house PHP system

. Logic Broker and Commerce Hub management

. operate vendor portals

. Create a daily warehouse item list

. integrate files to simulate automation

. Confirm customer trackings

. Ship approximately 100+ orders per day

.Dispatch freight pick ups(ycr, ceva, watkins, demar, pilot, estes)

.V-look up data analyzation

[05/2015 – 2/2017] [J.H. Snyder] [Los Angeles, CA]

[Executive Assistant to C-level executive] *[Reginal employee of the month 5 months in a row]*

. Assist and direct clients

. Arrange multi-channel AV conference calls

. Monitor and respond to fax activity

. Assist in confirming executive travel arrangements

. Organize work environment

. Manage inventory of office supplies

. Verify vendors proof of insurance

. Facilitate fire drills

. Organize company events

. Modify and proofread sales presentations

.Quickbooks bookkeeping

[08/2014 – 05/2015] [Entravision Inc.] [Los Angeles, CA]

[Marketing and Public Relations Specialist] [Assisted in Organizing AEG event at Staples Center]

- . Live radio broadcasts from remote locations
- . Assist with commercial talent needs
- . 30,000+ event organization
- . Promo setups at locations
- . crowd warm up/ opener
- . Assist account executives with live sales
- . Promote on-air personalities at high rating locations.
- . Office coordinating
- . Assist with radio programing and board operations.
- . secure client relations

[05/2012 – 12/2014] [It's A Laugh Productions] [Los Angeles, CA]

[Production Coordinator] [Worked at Dog with A Blog which was ranked #2 kids show in America]

- . Assist associate producer with daily operations
- . Organize talent vouchers
- . Assist cast with daily requests
- . Initiate a proficient equipment check
- . Package management and distribution
- . Assist prop builder with camera use
- . organize and distribute scripts
- . Assist AD with miscellaneous tasks
- . Schedule call times
- . Organize crew call sheets
- . Coordinate catering
- . Administer parking

[8/2011 - 5/2012] [First Transit Transportation] [Oakland, CA]

[Executive Assistant to GM] [Assisted GM in reaching milestone by retaining 80+ employees for more than 1 year]

- . Personal agenda managing for GM
- . Payroll assistance
- . File client information in database

- . Create prospect focused presentations
- . Correct data entry errors on classified documents
- . Execute errands in a timely fashion
- . Meeting organizations (catering, scheduling, confirming)
- . Prospect research
- . Sustain client/ worker relations
- . Manage business accounts and bills
- . Book travel arrangements

EDUCATION

[9/2008 - 6/2011] [Downtown Magnets High School] [Los Angeles, CA]
 [High School Diploma]
 [honors, early graduate, computer skills certificate (.doc, .exl, .ppt, .pst)]

[08/2015 – 12/2017] [Los Angeles City College] [Los Angeles, CA]
 [AS: Applied Mathematics; AS: Liberal Arts: Mathematics; AA: Social Behavior]
 [Dean’s Honor List]

SUPPLEMENTARY

Computer Programing (Visual Basic, C++); Microsoft Office Expert; Social media management

LANGUAGES

English (fluent) / Spanish (fluent) / Mandarin Chinese (intermediate)

REFERENCES

Tony Martinez (323)719-0473 (Entravison)
 Angel Bretado (323)533-4445 (J.H. Snyder)
 Miriam Lopez (626)324-4700 (First Transit)

PREREQUISITES FOR CANDIDACY

Objective

- Effective communication and human relations(course);
- Principles of selling(course);
- Business management(course);
- Certificate of computer technology proficiency;
- Active business owner
- **9+ years of experience in multiple environment workforces.**

Subjective

- Skilled fast pace worker;
- Highly adaptable to changing environments;
- Rapid learner;
- Self-starting;
- Proficient mediator;
- Extensive business management knowledge