

Karen Cabello

Anaco, Venezuela
cabellokaren@gmail.com

SUMMARY

Reliable, energetic and resourceful graphic designer with a passion for social media and content creation. Dedicated to planning and developing creative campaigns for professional and personal brands.

EXPERIENCE

David Ordonez, Real Estate Agent, Florida, US: *Administrative Assistant*

August 2018- December 2019

- Designing real estate marketing ads of properties in the market.
- Promoted property listings on social media.
- Managed and assisted with administrative tasks including keeping records of listings.
- Monitored inbound emails and collected relevant information.

Data Laboratory LLC, Utah, US: *Data Entry Operator*

December 2019 - Present

- Correct, verify and delete non-required data from several different sources.
- Compare data from different sources to ensure accuracy.

EDUCATION

Instituto Universitario de Tecnologia Antonio Jose de Sucre, Anaco - *TSU Graphic Design*

2013 - 2017

5 of 6 semesters completed towards TSU in Graphic Design

U. E. Roberto Castillo Cardier, Anaco— *Bachelor of Science*

SEPTEMBER 2012 - JULY 2013

Soft Skills

Adaptability
Communication
Creativity
Attention to detail

Technical Expertise

Microsoft Windows
Microsoft Office (Word, Excel, Powerpoint)
Adobe Photoshop

Languages

Spanish - Native

English - Proficient
(speaking, reading and writing)