

Damiano R. Raab

[LinkedIn](#) | New York, New York | (917)710-0593 | DamianoRaab11@gmail.com

EXPERIENCE:

Douglas Elliman Real Estate, Scarsdale, NY

Assistant and Licensed Real Estate Sales Person on the Berkowitz Marrone Team- December 2017 – May, 2018

Prepares and sends memo of agreements to attorneys, maintains marketing budget spread sheet, creates and sends marketing campaigns using Rezora. Creates and maintains digital filing system. Creates power point presentations for listing pitches and events. Creates and mails out "Just Listed" / "Just Sold" mailers.

Mediabistro Holdings LLC, New York, NY

Executive Assistant to the President of Mediabistro and President of Clio, December 2015- April 2017

Managed daily functions and operations, including heavy calendar management, scheduling of calls and meetings, expenses and travel. Along with setup and booking of conference rooms. Contributed to team effort by accomplishing related results as needed; worked with the marketing/judging/operations team to run/promote/research for our judging events, award shows and EMS/CMS platform. Created newsletters using Sailthru and Maropost. Acted as a liaison between departments to facilitate communication across Executive level. Acted as first point of contact by representing the company in a positive manner. Oversaw tasks and duties of Office Assistant.

Prometheus Global Media, New York, NY

*Office Manager, April 2012- December 2015 *Acquired by Mediabistro*

Responsible for New York Office of approximately 400 employees. Assisted the IT and HR departments with On/Off boarding procedures. Managed relationships and negotiations with vendors. Responsible for company moves and office reconstructions. Worked with building management to resolve any onsite issues. Maintained organization of common areas; kitchen, bathrooms and conference rooms. Monitored and maintained office supplies and inventory. Was point of contact for new hires and visitors; welcomed new employees to the organization by conducting orientation. Prepared badges, passes, identification cards and other security-related duties. Collected and screened resumes, passing on best individuals to HR Manager. Recorded data for each employee including such information as; addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations. Helped organize company events such as monthly culture lunches, NYCUXPA and volunteer activities.

DNS Finishes, New Rochelle, NY

Administrative Assistant, December 2006- April 2012

Maintained a safe and clean working environment. Scheduled and coordinated all pickups and deliveries with clients and vendors. Helped maintain file systems; customer invoices and contact info. Dealt with all banking needs such as deposits and vendor payments.

ADDITIONAL SKILLS: Very strong organization skills and attention to details, Motivated self-starter, Excellent verbal and written communication skills, Schedule management, Confidentiality and professional demeanor, Proficient computer and internet research skills, Strong ability to multi-task, Strong work ethic, Creating newsletters

EDUCATION:

Monroe Woodbury High School, Central Valley, NY

Certifications:

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Licensed Real Estate Salesperson New York, June 2017