

# LUCIA M GIL

(404) – 579 – 0648 | [Luciagil5952@gmail.com](mailto:Luciagil5952@gmail.com) | [Linkedin.com/in/luciagil/](https://www.linkedin.com/in/luciagil/) | <https://github.com/LuciaMGil>

## EXPERIENCE

Marketing & Administrative  
Assistant  
Feb 2021 - Present

### Joel & Granot Commercial Real Estate

Atlanta, GA

- Effectively managed real estate closings with sales totaling 16.4 million by tracking project timelines and monitoring deliverables to ensure important deadlines are met.
- Worked as a liaison between buyers, sellers, vendors, inspectors, brokers, lawyers, and title agents.
- Updated and maintained Salesforce to track project timelines, critical dates, clients, and prospects for efficient deal documentation from start to finish.
- Managed and coordinated team meetings to facilitate communication with internal and external stakeholders.
- Generated leads by creating offering memorandums, flyers, case studies, postcards, brochures, newsletters, monthly email blasts, and marketing available listings.
- Managed, developed, and executed a social media strategy for LinkedIn, Instagram, and Facebook that increased social media engagement by 26%.

Marketing & Administrative  
Assistant  
Dec 2017 – Feb 2021

### Audicol Services

Atlanta, GA

- Maintained and updated financial records by performing duties such as updating financial records, forecasts, tracking budgets, reconciling accounts, and solving discrepancies in a timely manner.
- Developed and delivered marketing materials such as brochures, flyers, and advertisements for SMS and email marketing campaigns.
- Managed QuickBooks accounting system and resolved discrepancies by researching and interpreting data.

## INTERNSHIPS

Marketing Development  
Intern  
Jan 2020 – May 2020

### Grady Health Foundation

Atlanta, GA

- Developed messaging, product, social and promotional plans for Grady Health Foundation's signature event VeloCity Atlanta. Presented strategic recommendations to Grady Foundation CEO and executive team.
- Established relationships with local businesses which resulted in a 30% increase in sign-ups.
- Increased reach and engagement by tracking hashtags created for specific social media campaigns.
- Conducted in-depth analysis of demographic data to effectively establish positioning, competitor analysis and targeted promotional initiatives.

Marketing Management  
Intern  
Jan 2020 – May 2020

### Georgia State Athletics

Atlanta, GA

- Conducted market research and competitive analysis using theme boards, user stories, SWOT/PEST, and Journey Maps.
- Evaluated trends, promotional elements, pricing, and brand positioning of current product offerings.
- Built a marketing strategy to enhance the game-day experience and drive customer demand.

## PROJECTS

### Daily Planner - <https://github.com/LuciaMGil/daily-planner>

- A daily planner that allows users to manage their tasks effectively according to current time.

### Password Generator - <https://github.com/LuciaMGil/password-generator>

- An app that generates a password based on chosen length, uppercase, numbers, and/or special characters.

### Timed Quiz - <https://github.com/LuciaMGil/timed-quiz>

- A timed JavaScript quiz that tracks the users score and subtracts time when user selects an incorrect answer.

### Tip Calculator - <https://github.com/LuciaMGil/tip-calculator>

- An app that calculates a user's tip according to their bill amount and splits it between a specified number of people.

## EDUCATION

Web Development  
Oct 2022

Georgia Institute of Technology, *Full Stack Web Development Program*

Atlanta, GA

Bachelor of Business  
Administration (BBA)  
Marketing  
May 2020

Georgia State University, *J. Mack Robinson College of Business*

Atlanta, GA

- Magna Cum Laude
- Dean's List 2016 – 2020
- Hope Scholar

## CERTIFICATIONS

- Certified Scrum Product Owner (CSPO), *Scrum Alliance*
- Certified ScrumMaster (CSM), *Scrum Alliance*

## SKILLS

HTML | CSS | JavaScript | jQuery | MySQL | MongoDB | Express.js | React.js | Node.js | GitHub

Agile Frameworks | Web Development | REST | API | JSON | AJAX | GraphQL | Shell Scripting