

ADRIANA CARRENO

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Accomplished professional with diverse experience in the rehab industry inspired to transition into a more challenging position in a corporation that provides the opportunity to grow. With over 5 years of experience in customer service, marketing coordination, design and sales, possess exceptional interpersonal and organizational skills and the ability to motivate and guide others in a supportive setting. Quickly adapts into new work environments with a thrill to master new skills to achieve company goals.

EXPERIENCE

2016-2020

ADMINISTRATIVE ASSISTANT, EDIBLES ETC. CORPORATE CATERING AND EVENTS

Worked closely with the marketing team to produce efficient advertisement to attract sales. Closely monitored all advertisement platforms to make sure our campaigns were being efficient and improve the structure to make it more suitable to the needs of the company. Ensuring all clients had a prime experience (including assistance in handling any complaints). Handling inbound calls, taking orders, making changes on QuickBooks, Invoicing, collections, payments, and account reconciliation. Solving clients concerns and making quick changes to any order new or old.

2021-PRESENT

ACTIVITY-BASED TRAINER, NEXTSTEP ORLANDO

Providing individuals with proper programming focused on guided exercises according to their level of injury or type of disability. With the help of electrical stimulation, promote neural communication between the body and the brain. Helping clients relearn certain basic skills to be able to live an independent, more rewarding life. Helping with the creation of eye-catching advertisement to promote past and upcoming events. Helping in the donations department, reaching out to companies to encourage them to be part of our movement. Public speaking and marketing associate at events performing direct marketing duties.

EDUCATION

JANUARY 2018

BACHELOR OF SCIENCE, KEISER UNIVERSITY

3.0 gpa

ACTIVITIES

Roller Skate

CrossFit

Coding

Creative Writing

Reading

Movies

SKILLS

- Social Media Management
- Proficient in Microsoft Office
- Interpersonal Communication
- Bilingual
- Creative
- Analytical skills

