

Cassandra Romero

5656 Valle Alegre Rd. NW, Albuquerque, NM 87120

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Objective

Hardworking professional with excellent communication skills and a pleasant personality, seeking a position in a well-established office that will utilize current skills while allowing room for professional growth

Education

University of New Mexico

Graduated with Bachelor of Arts, May 2014

Major: Communication and Journalism, emphasis in Multimedia

Minor: Technical Writing and Psychology

Skills

Excellent communication and customer service abilities

Self-sufficient and works well without direction

Proficient in Microsoft and Apple OS, Microsoft Office, Adobe Creative Suite and all major social media sites

Confident in working in groups and/or with several co-workers

Able to manage several tasks at once adeptly

Experience

Other Mothers

Office Manager/Store Manager, October 2014-Present

Responsible for creating employee schedule and managing time off requests

Maintained all employee time cards and managed payroll, including creation and distribution of paychecks

Managed all social media accounts and created weekly content

Handled customer concerns and question, and managed register transactions

Created and distributed monthly marketing content via email

Responsible for opening and closing procedures including reconciliation and deposits

RDA Design Group

Marketing Director/Administrative Assistant, July 2014-October 2014

Responsible for taking phone calls and messages daily

Managed all social media accounts and created daily content

Oversaw and maintained all websites and design

Created and distributed monthly marketing content via email

New Mexico State University, Round Up Newspaper, Editor in Chief, May 2012-December 2012

Managed and oversaw all editorial and online staff and conducted weekly meetings

Created and distributed weekly campus publication

Wrote and edited online and editorial content

Responsible for seeking and hiring new staff

Created, printed and distributed first NMSU Style Book

Managing Editor, August 2011- May 2012

Responsible for editing and updating online content

Conducted weekly content budget meetings

Oversaw and managed staff writers and section editors

Previously served as executive producer of online content

Betty's Bath and Day Spa, Front Desk Assistant, May 2007- January 2011

Greeted and checked-in clients upon arrival

Responsible for answering calls and scheduling appointments daily

Maintained cleanliness and organization of retail area

Managed client check-out and register payments

Achievements and Awards

Member of the National Collegiate Honor Society

Member of Phi Eta Sigma Honor Society

Member of the Society of Professional Journalists

References

Alana Weber, Other Mothers, Store Manager (505) 359-8683

Diane Gonzales, Other Mothers, Store Manager (505) 620-2007

Viola Harris, University of New Mexico, Personal Reference (575) 770-7405