

Dylan Rios

Marketing & Real Estate



818.530.8183



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www.linkedin.com/in/dylan-rios

Skills

Excellent verbal & written communication skills, detail-oriented and a self-starter with the ability to adapt to a variety of environments with a positive attitude and the capacity to work in a fast-paced environment. Proven leadership, problem solving, and collaboration skills.

- Advanced proficiency in Microsoft Office
- Financial Analysis & Valuation
- Social Media- Twitter, Instagram, Facebook, & LinkedIn
- Dropbox
- Mailchimp
- Wordpress
- HTML(5), CSS, Javascript
- Dreamweaver
- Google Adwords & Analytics

Education

University of Southern California Los Angeles, CA

Graduation: May 2015

BACHELOR OF SCIENCE

Major: Business Administration- Emphases on Finance, Entrepreneurship & Marketing

CAMPUS INVOLVEMENT

Alpha Tau Omega Leadership Fraternity, USC
Executive Board: External Social Chairman, Philanthropy Chairman, Recruitment Captain, Rush chairman

University of California, Los Angeles Los Angeles, CA

Graduation: May 2015

*Full Stack Web Development
MERN Stack*

Work Experience

REALTOR

July 2016 - Present

Keller Williams, Westlake Village, CA

- Multimillion-dollar real estate producer
- Perform consistent lead generation through marketing and networking efforts
- Advise clients on market trends
- Draft all contracts and negotiate on clients' behalf
- Schedule and execute all necessary inspections to meet contingency deadlines
- Rent, buy, sell and manage residential real estate

Corporate Communications Specialist

Feb 2016 - July 2016

PennyMac Loan Services, Moorpark, CA

- Design and launch email marketing campaigns
- Create and develop communications that engage employees and corporate culture initiatives for all site locations, including executive biographies
- Analyze KPIs to determine success of communication and marketing efforts
- Support communication strategy and content with research and industry news

Marketing Coordinator & Loan Processor

Feb 2015 - Feb 2016

Mainstreet Mortgage, Westlake Village, CA

- Facilitate the residential mortgage pipeline from origination to closing
- Lead new digital and traditional marketing initiatives
- Assist with the production of the President's upcoming autobiography
- Improve and maintain company records

Residential and Commercial Finance Intern

May 2014 - Aug 2014

Peak Finance Company, Woodland Hills, CA

- Assist in facilitating the mortgage approval process
- Schedule and execute daily follow-up meetings to answer questions and ensure customer satisfaction
- Provide administrative assistance to promote efficiency among operations

References

Joe Bednar

*Bednar Building Corporation
President & Owner
818.929.9996*

Leanne Jenkins

*Matthews Real Estate Investment Services
Senior Marketing Associate
805.807.3149*

Gina Costigan

*Mainstreet Mortgage
Director of Business Development
805.433.5842*

Boss Konenakeaw

*Aerotek
Senior Recruiter
805.300.7258*