

Jose Barreto

3069 Fieldwood Circle, St. cloud 34772 | 305-915-5714 | joseobm92@gmail.com |
<https://www.linkedin.com/in/jose-barreto-875087ab>

Highlights

- Programming: HTML, CSS, JavaScript, Node, Express, MongoDB among other tools.
- Proficient in balancing priorities, meeting deadlines, setting and hitting goals, and cultivating a positive work environment
- Persuasive and always eager to learn new things, naturally driven by high performance
- Strong work ethic, leadership and coachability
- Very reliable, great time management.
- Fluent in English and Spanish

Experience

June 2020 - Present **Airbnb** | Orlando | [Property Manager](#) | Self employed

- Managed monthly bookings, and scheduled maintenance and cleaning of the property in a timely manner for customer satisfaction.

Oct 2016 - May 2020 **Machulin Marketing Credico** | Tampa | [Marketing Director](#)

- Lead an outsource direct marketing and advertising firm working with telecommunication companies: Sprint (Assurance Wireless), AT&T, and Frontier Communication to generate brand awareness and weekly new customers through marketing events and D2D residential campaigns.
- Ran daily meetings to motivate and educate the team in things related to the campaign, goals, leadership, and marketing systems that had a significant impact on daily sales.

Jan 2016 - Sep 2016 **BM Advertising & Promotions** | Miami | [Assistant Manager](#)

- Directed a marketing firm that represented telecommunication companies like Sprint (Assurance Wireless), and Comcast to generate daily new customer acquisition through marketing events and promotion techniques
- Oversee mine and my team's time efficiently and effectively, preparing daily 45 minute morning meetings, delivering presentations on product knowledge, and training them on our marketing and sales systems

Jan 2015 - Dec 2015 **Corpotel Inc** | Miami | [Administrative Director](#)

- Directed all accounting responsibilities like managing payroll, account payables, account receivables, taxes, bank reconciliation, journal entries, preparing invoices and vendor bills using Quickbooks.
- Managed responsibly a 500,000\$ line of credit for the company
- Used Microsoft Office Excel to present information and reports with pivot tables that significantly impacted the way the information was being analyzed
- Developed a strong orientation to detail by reading and writing important documents where small details really mattered

Education

Jan 2013 - May 2015 **Florida International University** | Miami | Bachelor in International Business

Jan 2011 - Dec 2012 **Miami Dade College** | Miami | Associate in Business Administration