

# MARCELO ANDRES PEREZ

## EXPERIENCE

### *TARGET, RECEIVER*

*Denver, CO 2021-2022*

- Responsible for receiving the general merchandise daily trailer.
- Performs weekly inventory audits for the whole store.
- Performs three weekly orders to stock the fresh market.
- Managed all shipments of ESIM, store to store transfers, and inventory removals.
- Checked in all vendors and inventoried their stock.

### *RE/MAX PROFESSIONALS, CLIENT CARE COORDINATOR*

*Denver, CO 2020*

- Created marketing material for single family homes through the use of InDesign & Photoshop.
- Managed multiple social media pages.
- Organized community events such as Food Drives & Community outreach.
- Managed the schedule of two agents as well as the paperwork for multiple home closings a month.

### *JAMES CAPITAL ADVISORS, MARKETING ASSOCIATE*

*Los Angeles, CA 2019 - 2020*

- Created marketing material for multifamily & net lease listings for 50+ agents using InDesign & Photoshop.
- Worked with agents to understand each listing's selling points to best market the property.
- Edited photos through the use of Photoshop, Lightroom, & Luminar.
- Created site plans for listings through the use of Photoshop.
- Created & scheduled email blasts for clients through the use of Pardot & Salesforce.
- Prepared physical BOVs for meetings with clients.

### *MARCUS & MILLICHAP, MARKETING & CLIENT SERVICES ASSISTANT*

*Los Angeles, CA 2018 - 2019*

- Created marketing material for 6 agents through the use of Adobe InDesign & Photoshop.
- Sourced rent & sales comparables & helped underwrite multifamily apartment buildings.
- Prepared physical BOVs for meetings with clients.
- Created & scheduled email blasts for clients through the use of Constant Contact.

## EDUCATION

### *JOINT PROGRAM - INTERNATIONAL BUSINESS AND CHINESE ENTERPRISE*

- *UNIVERSITY OF SOUTH CAROLINA, DARLA MOORE SCHOOL OF BUSINESS*  
Bachelor of Science  
International Business & Economics, Minor - Chinese
- *CHINESE UNIVERSITY OF HONG KONG*  
Intl. Business/Chinese Enterprise Cohort

## SKILLS

- Cross-cultural flexibility (Lived in USA, Hong Kong, and UK)
- Trilingual: English (Native), Mandarin (Second Language Fluent), Cantonese (Advanced Proficient)
- MLS, CoStar, Salesforce, Pardot, Constant Contact, Landvision
- Adobe Products (InDesign & Photoshop)
- Microsoft Office (Word, Excel, Outlook, & PowerPoint)