



Rodolfo Ramirez

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

SKILLS

- Strategic Planning
- Social Media Knowledge
- Highly organized
- Time management
- Leadership skills
- Team worker
- Positive Attitude
- Professional and Mature

EXPERIENCE

Social Media Marketer

Monrovia, CA

Nicomite Termite & Pest Control, Inc./ Jun 2023 to Jul 2023

- Created and published news and promotional content to increase fan engagement and channel growth.
- Monitored benchmarks to measure overall impact of social media campaigns.
- Set up and optimized company pages within each platform to increase visibility of company's social content.
- Analyzed market data to determine ways to reach target audience or intended segments.

General Office Worker

Monrovia, CA

Nicomite Termite & Pest Control, Inc./ Nov 2022 to Jul 2023

- Organized files, developed spreadsheets, faxed reports and scanned documents to improve organizational workflow.
- Collected payments, issued receipts and updated accounts to reflect new balances.
- Collected and coded various documents to prepare for filing, storage and processing.
- Delivered messages and ran errands.
- Reviewed files, records and other documents to obtain information or respond to requests.
- Operated photocopiers and scanners, facsimile machines and personal computers.
- Collected and entered payment data into system, maintaining complete confidentiality and accuracy.
- Copied, sorted and filed records of office activities and business transactions.

EDUCATION AND TRAINING

High School Diploma

California University State, Fullerton Expected in Jun 2026

Fullerton, CA

LANGUAGES

English:



Native/ Bilingual

Spanish:



Professional

ACCOMPLISHMENTS

- Eagle Scout
- Consistently maintained high customer satisfaction ratings.