

Victor Robert Lineros - (817) 807-0967

victorlineros@gmail.com - 3910 Old Denton Rd. Carrollton, TX 75007

- **ABOUT ME:** I'm a passionate hard worker that focuses on maintaining clear communication and surpassing expectation. I learn fast and aim to innovate wherever possible.

■ PROFESSIONAL EXPERIENCE:

Cox Reps - Sales Assistant

November 2016 to present

- Input new TV sales orders accurately, negotiate program changes and preemptions, resolve discrepancies between station and buyer, track return on investment, maintain relationships with 30+ station personnel across the country, work directly with 3 to 5 account executives (managing approximately \$20 million dollars cumulatively), work with local advertising agencies including: The Richards Group, Global Team Blue, Love Advertising, Southwest Media Group, KSM South, Universal McCann and GSD&M on accounts such as: BMW, HEB, Subway, Chrysler, Ford, Dodge, Jeep, Whataburger, Fiat and Subaru.

Freelance Graphic Design

September 2016 to present

- Place and arrange text, format font and paragraph styles, choose and place appropriate stock photo assets, format documents to meet proper length requirements, create new templates.

Pam S Lineros CPA - Administrative Assistant

August 2015 to October 2016

- Input financial data accurately, prepared bank reconciliations, tracked time sheets and billing, drafted emails and other documents, scanned client files electronically, handled and protected client information, greeted clients, kept office clean and organized.

Lake Park Golf Course - Outside Services

August 2014 to October 2014

- Serviced customer needs as required

■ EDUCATION:

Bachelor of Arts: Strategic Communications
The University of North Texas
Graduating GPA: 3.5
Minors: Spanish & Social Science

■ REFERENCES:

Maria Bellwood: 214.886.1800
Derek Hayes: 214.445.6059
Larissa Bakasa: 972.716.3535
Corrie Demmler: 972.850.6162