

ALEXIS TORRES

- Driven & Professional Marketing Professional
- Creative Content Management
- Innovative Researcher
- Branding Expertise
- Event Coordinating
- Organizational Effectiveness
- Excellent Attention To Detail
- Strategic and Diplomatic Communication Skills
- Public Relations Expertise
- Office Management
- Styling Professional
- Proficiency with Google, Apple and Microsoft Office

EDUCATION

Pace University New York, NY 10038 (May 2018)
Bachelor's Degree Communications Studies

PROFESSIONAL EXPERIENCE

Production Assistant

2018 Freelance

Assisted with; labeling, collecting and organizing wardrobes, managing office paperwork, filing, answering phones and making photocopies, helping with crowd control and lockup, giving out schedules/scripts, creating and distributing maps, delivering contracts, film clean-up, photographing locations and putting up signs.

Marketing Manager/Assistant to Executive Director

2018 NextGenFace

NYC based non-profit organization. Coordinated marketing campaigns and online activities which included content management, social media updates and research and development of rebranded website. Assistant to Executive Director, where duties included maintaining an organized office space, management of donation trackings, organization of files and documents and organization of schedules and meetings..

Marketing/Media Manager

2017 Timeless Fine Jewelry

NYC based fine jewelry brand. Daily tasks included managing the marketing department and coordinating the production of content. Assisted with merchandising and styling projects. Professional research development in order to effectively manage trend tracking. Coordinated daily marketing projects. Maintained an organized office space which included daily inventory, managing spreadsheets, financial matters, etc.

Intern

2016 Julie Lamb New York

NYC based fine jewelry brand. Daily tasks included managing social media accounts, event coordinating assistance, marketing and content production and overall brand ambassador for the company. Assisted with the coordination of styling projects. Maintained an organized office space which included daily inventory, managing spreadsheets and trend tracking.

Intern

2016 The Twins New York

NYC based clothing brand. Daily tasks included regular social media postings, weekly blog postings, organized events/photo shoots. Efficiently managed content production and coordinated strategic marketing/branding efforts. Used merchandising expertise to coordinate styling projects.

SOCIAL MEDIA SKILLS

FACEBOOK - INSTAGRAM - TWITTER - SNAPCHAT - PINTEREST

LANGUAGES

English, Spanish

REFERENCES

Julie Lamb

Owner/Designer **JLNY Julie Lamb New York**
1-(917)-209-7280

Malinda Hee

Coordinator **Ghost Robot**
1-(310)-210-1016

Ashley Porter

Producer **Ghost Robot/Cinnabar Pictures**
1-(415) 385-5014

CONTACT INFORMATION

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