



Avel John Aquino

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Experience

CENTURY 21 WEST COAST BROKERS | AUGUST 2015 - PRESENT

Marketing Coordinator

- Providing administrative assistance to real estate agents
- Designing marketing materials for new listings (fliers & postcards)
- Familiarity with property management software, spreadsheets and presentation software
- Maintained broker profiles for social media and networking sites.
- Real estate photography

IE PHOTO RENTALS | APRIL 2017 - PRESENT

Staff Assistant

- Customer relationship management
- Inventory management on all DSLR cameras and lighting equipment
- Test & Clean DSLR cameras (Canon, Sony, Nikon, Fuji-film)
- Designing ads for social media

SBA APPAREL | SEPTEMBER 2015 - FEBRUARY 2017

Freelance Graphic Designer

- Creating designs for web content (Mail-Chimp & Website)
- Designed fliers for seasonal and holiday sales
- Conceptualized new designs for marketing material and ads
- Designing ads for social media

Education

Mt. San Antonio College | 2014 - Present

Skills

- 10+ Years - Microsoft Office (Word, Outlook, and Excel)
- 2 Years - Advanced Photography / Videography
- 3 Years - Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom & Premiere)
- 5 Years - Planning, scheduling, and written communication
- 5 Years - Data entry, records management, and filing
- 1 Year - Keynote Presentation Decks