

Margarita Perea Rodriguez
1801 SW 32nd Avenue, Apt 303 Miami FL 33145
(786) 238-5299
m.perearodriguez@gmail.com

Objectives

Highly enthusiastic, motivated and experience creative professional seeking to demonstrate communication and organizational skills

Education

Feb 2018-Present - Master of International Trade

Escuela de Negocios. Barcelona, Spain (online)

Sept 2012-June 2013 - MBA in Protocol, Institutional Relations and Events Planning

Universidad Rey Juan Carlos and Escuela Internacional de Protocolo. Madrid, Spain

Sept 2012-May 2013 - Masters of Visual Merchandising and Window Dressing

Escuela Artidi. Barcelona, Spain

Sept 2004-June 2008 - B.S., Advertising and Public Relations

Universidad Europea. Madrid, Spain

Work Experience

Dec 2019- Present – Community Manager at Spaces Lincoln Road, Miami Beach. FL

- Managing center and clients
- Being in charge for achieving center objectives in customer services
- Center quality control, inventory, claims, transactions, mailing, answering phone
- Creating events for clients and community every month

Jan 2017-Dec 2019 - Project Assistant at Margaux Interiors, South Miami. FL

- Develop social media campaigns via Facebook and Instagram; redesigned website to enhance user experience
- Make over Margaux visual image
- Being in charge for achieving company objectives in customer services
- Store quality control, inventory, claims, transactions
- Clients projects: Creating presentations, floorplans, budgets, following up the project from beginning to end. Ordering costume furnitures, fabrics, wallpaper, accessories, scheduling suppliers

Jan 2016-Jan 2017 - Manager at WashClub Miami, Miami. FL

- Developed social media campaign strategy and PR
- Annual budget
- Responsible for achieving company objectives in customer services
- Supervised and managed team (2 to 5 employees)
- Quality control

Oct 2015- Jan 2016 - Events Assistant at WOW Factor, Miami. FL

- Assisted in the organization of all types of events (Galas, product presentation, B2B meetings)
- Set up and disassembly events

Sept 2015- Jan 2016- Store Assistant at Margaux Interiors, South Miami. FL

- Studied the visual merchandise for the store. Rearranged the store with a new pattern for clients
- Managed online orders
- Advertised weekly newsletters
- Customer service: phone calls, maintained calendar updated, set up meetings with clients
- Basic office tasks

July 2013-July 2015- Events Assistant Production Dept, Marco de Comunicacion, Madrid. Spain

- Assisted in the organization of all types of events.
- Bring clients ideas to reality
- Search for venues/locations for our client's future event, budgeting the event, costumed stand for conventions fairs, created menus with the caterers, manage specific equipment rentals, everything to ensure efficient running of an event
- Silver Reward 2014 as The Best Responsible Event by "Premios Evento Plus" (Client: BEKO)

Dec 2011-June 2012 - Sales Manager at SportZone. Madrid, Spain.

- Responsible for achieving company objectives in sales performance
- Supervised and managed sales team
- In charge of recruiting, interviewing and hiring of new sales assistants
- Inventory control

Nov. 2008- Dec. 2011 - Sales Manager at Decathlon Sport Store, Madrid. Spain

- Responsible for achieving company objectives in sales performance
- Supervised and managed sales team (10 to 17 employees)
- Participated in the recruiting, interviewing and hiring of new sales assistants, inventory control and special events

Sept. 2007-March 2008 - Xarago Comunicacion, Madrid. Spain

- Marketing Department Internship
- Created and managed company blog and events organization

June 2006- Aug. 2006 - McGuire & Associates, Miami. FL

- Media plan Department Internship
- Managed customer portfolio and suppliers

Other skills

Highly skilled in using software applications:

- Office Pack - Photoshop CS - InDesign - Illustrator - Sketchup - Floorplanner

-**Languages:** Bilingual