

Rita Casman

Highland Park, CA

rita.casman@gmail.com - 8182094974

Authorized to work in the US for any employer

WORK EXPERIENCE

Marketing and Public Relations

Freelance - March 2012 to July 2015

Communication, Strategic Planning, Public Relations, Social Media, Follow - Up Management for Regional Events, Project Management with Vendor Quotations, Budget and Logistics on Below The Line Advertising , Above the line Advertising, E - Marketing, Telemarketing, E - Commerce , Web Development, Web Advertising, Work Process Execution in Graphic Design , Resource Management Design and Corporate Social Responsibility

Marketing Coordinator Internship

3M - Guatemala - February 2015 to May 2015

Coordination in promotions for the areas of 3M Windowfilms, Electrical Supplies and the Communication Market Division. Supply Chain and Purchase Order process , coordination with the advertising agency for client requirements (distributors) and/or publications. Attention to clients, quotations, negotiation with suppliers, Strategic Planning for Project Management in Marketing , budget management , proposal creation

Project Coordinator

Fundación CA - Guatemala - April 2014 to July 2014

- Project Strategic Planning, Communication, Public Relations, Marketing and Advertising, Social Media and Public Image (Internship)

CSR and Collections Portfolio

TELUS International - Guatemala - August 2009 to February 2012

Client Care, Collections, Q&A, email support

EDUCATION

Master of Fine Arts in Acting for Film

New York Film Academy

Master in International Relations, Diplomacy, and Public Image

Galileo University (Guatemala)

Bachelor in Communication and Design

Galileo University (Guatemala)

SKILLS

Spanish, Acting, Singing, Writing, Production Design, Hosting, Photography, Social Media, Casting, Strategic Planning (10+ years)