

Anjelica Pensato

North Massapequa NY, 11758

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PROFESSIONAL SUMMARY

Recent College graduate with a Bachelor's Degree in New Media and looking for an opportunity to begin my career in the field. Knowledgeable across the social media world. Identifying and implementing current trends to develop enticing content.

SKILLS

• Knowledge of Social Media	• Photo/Video Editing	• Positive
• Adobe Photoshop & Premier	• Canva	• Professional

EXPERIENCE

Keller Williams Realty Gold Coast | Manhasset, NY - *Administrative Assistant*

JANUARY 2023 - PRESENT

- Handle day-to-day office tasks
- Answer all phone calls, transferring, answering questions regarding company listings
- Maintain office appearance
- Instagram and Facebook Marketing
- Email marketing
- Updating and Editing resources website with Weebly

Director of Agent Services (Promotion)

NOVEMBER 2023 - PRESENT

- Set appointments with current agents to help with technology
- Handle on-boarding and off-boarding
- Creating graphics for specific events for office social media pages
- Create marketing materials for agents (business cards, email signatures, social graphics, flyers, etc...)
- Creation of public facing company website & handling updates when necessary using Wix

Fika Mediahouse | Merrick, NY - *Intern / Marketing Assistant*

JANUARY 2022 - MAY 2022

- Work alongside founder/CEO to complete daily tasks for clients
- Write captions for company's social accounts
- Establish specific hashtags for each client based on their respective businesses

Molloy College School of Arts and Science Department | Rockville Centre, NY - *Intern*

SEPTEMBER 2021 - DECEMBER 2021

- Crafted graphics using photographs from the department's files for their Instagram account
- Used Canva to create promotion posts for school events, such as Open House and Career Nights

EDUCATION

Molloy College | Rockville Centre, NY - *Bachelors of Science in New Media* - MAY 2022

Plainedge High School | Massapequa, NY - *High School Diploma* - JUNE 2018