

Graciella Padilla

www.linkedin.com/in/graciella-padilla | <https://www.graciellapadilla.com/> | (661) 244-7116 | graciellapadilla89@gmail.com

WORK EXPERIENCE

NE Systems Santa Clarita, CA

IT solutions provider specializing in technology services for businesses.

Marketing Coordinator May 2024 - Present

- Designing and launching a modern, user-friendly website tailored to the company's target clientele, enhancing its professional image and online presence.
- Collaborate closely with the founder to ensure brand consistency and a strong market presence.
- Manage and create engaging content for various channels, increasing brand visibility and audience engagement.

Andy Lecompte Salon West Hollywood, CA

Receptionist September 2024 - Present

- Deliver outstanding customer service to over 60 clients daily, ensuring a seamless and welcoming experience.
- Engage with high-profile clientele while maintaining professionalism and discretion.
- Maintain detailed records and booking information, ensuring accuracy and organization.
- Adapt quickly to schedule changes and client needs while under pressure.

Flok22 San Diego, CA

Startup offering digital tools and events to help professionals connect and build networks.

Sales & Marketing Intern October 2023 - May 2024

- Collaborated with the sales and development team to grow and strengthen our network, working with outside organizations to increase brand awareness.
- Researched and contacted prospective collaborators via LinkedIn and Instagram to spread brand awareness through their larger platforms.
- Created and planned posts for various social channels, including LinkedIn and Instagram, increasing activity by over 200%.

EDUCATION

San Diego State University San Diego, CA

BS in Business Administration, Marketing August 2020 - May 2024

Minor in Digital and Social Media Studies

Organizations/Awards: Weber's Honors College

Student Involvement: Women in Business - Content Director from June 2023 to May 2024

SKILLS & INTERESTS

Marketing and Sales Skills: Web Design | Microsoft Office Suite | Figma | Google Analytics | Salesforce | Hot Jar

Soft Skills:

- Thrive in a fast-paced work environment, demonstrating flexibility and resilience.
- Delivers exceptional customer service, ensuring satisfaction and fostering long-term relationships.
- Proven ability to excel in team-oriented environments.