

Rosa Rocke

Oakland, CA 94611

ra.rosie@gmail.com

+1 909 573 4232

Summary Social Media Manager at J&J Realtors | 7+ years' experience helping businesses manage and grow their social media accounts to gain clientele and drive sales| Content Creation and design | Dog lover

Work Experience

Creative Director

Freelancer - Oakland, CA

January 2020 to Present

Produced reusable design templates for Real Estate agents
Artistically arrange props and lighting to create aesthetically pleasing photos
Design logos, business cards, and social media campaigns
Experience using Canva, MailChimp, Affinity Designer, Adobe Photoshop Express

Social Media Manager

J&J Realtors - Upland, CA

March 2015 to Present

Created, managed, and maintained content calendar
Use social media effectively to increase brand awareness on Facebook & Instagram
Curate, schedule and post social media content for Facebook, and Instagram accounts
Wrote blog posts, newsletter articles, and email copy

Editorial Assistant

NXST Media - Redlands, CA

January 2020 to December 2021

Streamlined processes to effectively track, order, and maintain inventory
Guaranteed prompt delivery of photography projects to clients
Manage executive calendars, strategically coordinating meetings, appointments, and events,
Produced reusable design templates
Experience using Canva, Mailchimp, Trello, Drop Box, Squareup and MatterPort

Education

3 Quarters in Marketing

Art Institute Of North Hollywood - North Hollywood, CA

Skills

- Content Creation Customer service
Phone Photography Blogging
- MailChimp
- Trello
- Social Media Management
- Canva (9 years)

Assessments

Social media — Proficient

March 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Expert

March 2022

Responding to challenging team situations at work

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.