

# GABRIELA RIVERO

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## CONTACT

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## EDUCATION

### UNIVERSITY OF TEXAS - DALLAS

Bachelor of Science in Marketing  
May 2020

## SKILLS

- Design Thinking
- Problem Solving
- Project Management
- Strong Communication
- Teamwork and Collaboration
- Content Development
- Adobe Creative Suite
- Google Analytics

## CERTIFICATION

### CERTIFIED NOTARY PUBLIC

2023  
American Association of Notaries

### GOOGLE ANALYTICS CERTIFICATION

2020  
University of Texas at Dallas

## LANGUAGES

### SPANISH

Fluent / Native Language

## ABOUT ME

Organized and dependable professional successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Known for being hardworking, persistent, and genuine, I am eager to take on assignments and deliver exceptional results. I am an enthusiastic, outgoing and collaborative professional who excels at problem-solving and being detail-oriented. I thrive on learning new things and am always eager to further my professional growth.

## WORK EXPERIENCE

### MARKETING COORDINATOR

SHOP Companies (May 2022-April 2024)

- Developed and implemented marketing plans to promote commercial properties
- Created compelling property marketing materials, such as flyers and online listings to showcase key features and attract potential tenants or buyers
- Executed targeted digital marketing campaigns across various platforms, including email marketing and website
- Collaborated closely with brokers to ensure seamless execution of marketing strategies and timely delivery of projects
- Provided high-level administrative support to executives and partners

### OFFICE MANAGER

Profectus Insurance & Investments (January 2021 - January 2022)

- Maintained accurate financial records by reconciling accounts payable/receivable transactions regularly to ensure balanced budgets
- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records
- Provided exceptional customer service when addressing client inquiries or concerns via phone calls or email correspondence
- Conducted regular inventory assessments of office supplies, ordering necessary items proactively to prevent stock shortages

### HR SPECIALIST

Dal-Tile (June 2013 - December 2020)

- Enhanced employee satisfaction by implementing streamlined HR policies and procedures
- Expedited new hire & job progression training time through training methods and timelines based on job titles
- Facilitated smooth onboarding processes for new hires, leading to faster integration into workplace culture
- Conducted routine HR audits to ensure data accuracy in personnel files, payroll records, and benefit enrollments