

TAX COLLECTOR OFFICER

Professional Summary

Entrepreneurial Marketing Officer Â passionate about building productive relationships with clients, partners and team members. New customer acquisition expert who emphasizes a mix of online and offline marketing strategies.

Core Qualifications

- Corporate Presentation Publicity
- Press Release Customer Service
- Media Event Planning
- Speeches Editing
- Social Media Marketing Media Strategy
- Business Planning Strong management skills
- Market Analysis Marketing Communications
- Leadership Customer relationship
- Advertising Writing
- Power Point Project Management
- Microsoft Word Marketing Strategies
- Excel Business Development
- Retailing Persuasive Communication
- Staffing Corporate Communications
- Ethics Internet, PC, Widows, 2000, XP, Vista, Windows 8, Operating System Office (Word, Excel, PowerPoint, Publisher, Outlook). Mac IOS, (Pages, Numbers, Keynote)
- Photoshop, Facebook, Twitter, Instagram and email.
- Fluent in English and Spanish
- Articulate public speaker
- Media relations
- Strategic media placement
- Interactive marketing
- Channel strategy
- Brand development
- New customer acquisition
- Stakeholder relations

Experience

01/2013 to 01/2016

Tax Collector Officer Company Name

- Collect and distribute local property taxes on behalf of the state to fund vital services such as schools, roads, cities, and parks.
- Selected accomplishments: Certificated collector in photo enforcement system Maintained the highest level of quality control and ensure that staff members took the best possible corrective actions base on proven collections methods Director of the Renace Homeless Shelter (2012; ½ 2013) Municipality of Yauco Establish alliances with nonprofit Organization.
- Balance the budget of the organization.
- Supervise the direction of the organization including the strategies and policies.
- Selected accomplishments: Prevent Individuals and Family's to becoming homeless Increase the homeless outreach project in a 80% Able to provide high standards of financial control in a 60% Member of the Coalition of Homeless People of Puerto Rico Launched campaign in favor of homeless people 1.

01/2010 to 01/2012

Public Relations Officer Company Name ¼ City , State

- Municipality of Yauco Developing and implementing communication strategies for the organization, and advising management on communication issues and strategies.
- Coordinated monthly and quarterly marketing and community events, such as Jobs fairs and health fairs
- Selected accomplishments: Establish alliance with twelve community boards Maintained relationships wit all media sources including journalists and news persons Wrote and distributed a community news letter to help promote events District Office of Puerto Rico, Congress of United States.

08/2007 to 12/2007

Communication Officer Company Name ¼ City , State

- Manage internal and external communication including social media, creating and executing communications strategies Selected accomplishments: Implemented strategies to develop innovating communication tools.
- Media Monitoring (Clipping) to establish strategy to achieve or goal.

08/2003 to 05/2009

Journalist Company Name ¼ City , State

- Analvze and collect information through various modes such as personal interviews and news briefings to nrenare news reports.

- Prepare reports to keep the public informed about daily happenings.
- Coordinate with news editor and fellow reporters to develop story ideas for report writing.
- Maintain relations with all news sources on daily basis to develop story ideas and compile appropriate reports.
- Selected accomplishments: Maintain excellent working relationship with production crew and producers.
- Produce a sport section for one year 2.

Accomplishments

Initiated a public relations campaign for a non-profit on a tight budget.

Promoted to Lead Anchor after just [twelve](#) months with [Catholic News TV](#)

Education

2016

Business Administration (Marketing) Pontifical Catholic University i¼ City , State , Puerto Rico Business Administration (Marketing)

2008

BBA : Radio Communication Pontifical Catholic University i¼ City , State , Puerto Rico Radio Communication

Skills

Photoshop, Advertising, Balance, budget, Business Development, Business Planning, conferences, Corporate Communications, Customer Service, direction, Editing, editor, email, Event Planning, financial control, Leadership, Mac, Director, management skills, Market Analysis, Marketing Strategies, Marketing, Marketing Communications, Excel, Office, Outlook, PowerPoint, Power Point, Publisher, Windows 8, 2000, Word, Microsoft Word, Operating System, Organizing, Persuasive, policies, Press, Project Management, Publicity, quality control, report writing, Speeches, Staffing, Strategy, taxes, Vista

Additional Information

- **PROFESIONAL ORGANIZATIONS** President (2006-2008) Communication's Student Organization of the Catholic University, as President Responsibility: Managing the budge. Create Leaders for the future, establish innovation to give new direction to the organization, Coordinated Academic Conferences. Raising awareness of Social Responsibility.