

Roberto J. Navarro

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A creative and positive, bilingual professional looking to fully utilize my previous work experiences in a client based setting.

Summary of Qualifications

- Outgoing personality.
- Outstanding communication skills.
- Able to handle multiple tasks under high amounts of pressure.
- Team player known for helping out others in workplace and in the community

Employment History

Homeless Out Reach Program Integrated Care Services. Los Angeles. 2/09-11/12

Case manager, Intake Co-ordinator , Community Outreach.

Provide clients with supportive services, case management and referrals.

Develop service plans and budgeting strategies for families at risk of homelessness.

Co-ordinate community outreach events and social media strategies.

In-take Coordinator of both english and spanish calls.

Entered client data onto microsoft excel and County Housing Authority data base.

In Creative Unity, city of Santa Monica 2004-2009

Production Supervisor, marketing, graphic design, Executive Assistant .

Prepared images for marketing using Photo Shop and Adobe Illustrator.

Developed marketing strategies / managed events.

Supervise the Venice art Walls.

Art Gallery Curator.

Zoom Media , Santa Monica . 2002-2005

Marketing Manager , Events Manager.

Managed a group of brand ambassadors

Scouted areas for Guerrilla Marketing.

Updated social media profiles.

Adelitas Bar and Grill , City of Los Angeles 1998-2005

Shift manager.

Server / Bar tender

Worked catering events.

Education

Pacific Bartending School.

BA in Business from CSULB.

Affiliations

Band Manager at Buyepongo Music.

Co-founder of Arts and Education through Recycling.