

# **Roberto J. Navarro**

14321 Alburtis Ave. Norwalk CA 90650

(747)200-9515 Roberto82@yahoo.com

*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.