

# PAULA APONTE

Davie Florida  
(470)-273-2748  
apontepaula50@gmail.com

## SUMMARY

A dependable, hard worker who strives to exceed employer and customer expectations. Able to negotiate and problem solve quickly, accurately, and efficiently. Successful at multitasking and a detail-oriented bilingual individual who seeks to ensure a positive customer experience.

## KEY STRENGTHS

### Social Media and Marketing Associate

- Manage the company's social media accounts and posts content
- Monitor various social media platforms such as Facebook and Instagram
- Understand the overall concept of the company, including the brand, customer, product goals, and all other aspects of service
- Assist with researching key contacts for marketing leads
- Engage with customers or clients and provides service
- Provide suggestions to management for improving customer experience on social platforms and internal processes
- Create weekly posts calendar events to promote company awareness of various social media websites

### Volunteer Assistant

- Work with other volunteers on assigned projects
- Assist staff and visitors in the activities around the museum
- Assist in cleaning up after the activities
- Participate in other projects as needed

## WORK EXPERIENCE

**College Living Experience;** Davie, FL – Current  
*Social Media and Marketing Associate*

**Museum of Discovery and Science;** Fort Lauderdale, FL – Current  
*Volunteer Assistant*

## LANGUAGES

*Fluent in both English and Spanish*

## EDUCATION

<b>Broward College</b>	2020	Davie, FL
<i>Associate Degree in Mass Communication</i>		

## Internships

- Imagine Day Care (Child Care Assistant)
- Museum of Discovery and Science
- College Living Experience (social media and Marketing Associate)

## Association Memberships

- The National Society of Leadership and Success
- Special Education Network & Inclusion Association
- Model United Nations

**PAULA APONTE**