



Carla L

310-779-8996

EXPERIENCE

Vacation Rental Manager, Airbnb - Oct 2017 to Present – Welcome guests in person, Respond to questions and emails, Organize rental dates, Create listing with description and photos using the Airbnb app.

Bridal & Luggage Specialist, Macys Le Cumbre – Oct 2013 to May 2016 – Greet customers, sales, opening credit cards, clean and organize the store making it presentable to customers.

Marketing Director, centaurfloors.com – 2004 to Sept 2011

- Marketing Director for centaur floors. Managed advertising schedule and budget.
- Graphic Design – redesign brochures, business cards, photo retouching, photographed products. Assisted on website creation of centaurfloors.com Collaborated on a payment ecommerce website.
- Answered Customer Service questions, assisted with shipping details. Order placement and scheduling w/vendor.
- Receivables & Collections - Maintained relationships with customers making payment arrangements.
- Social Media – Facebook, YouTube, Twitter, Collaborated company monthly newsletter, etc

Founder, centaurmaintenancesupplies.com – 2004 to 2011

- Marketed and developed Centaur Maintenance Supplies website
- Marketing Director, Web Management, Graphic Design, Social Media

Creative Director, sb fitness magazine – 2006 to 2008

- Design, Page Layout, Photo retouch for 32 page magazine.

Graphic Design Manager & Web Design Manager Social Scene Magazine. – 2006 to 2007

- Design, Page Layout, Editorial choices, Photo Retouch, Proof Reading, for 64 page magazine.

EDUCATION

2002 - California State University, Northridge BACHELOR OF ARTS - GRAPHIC DESIGN

2008 - Walden University MASTERS IN BUSINESS ADMINISTRATION - MARKETING

CERTIFICATIONS & ACHIEVEMENTS

- Golden Key Society 2003 • City of Santa Barbara Art Show participant 2008 • MYOB Certificate of completion 2007
- Dean's List 2002

PROGRAMS

InDesign CS2, Photoshop, Illustrator, Fireworks, Flash, Dreamweaver , Adobe Acrobat, Excel, Word, & MYOB,