

Irene Viveros

Graphic Design Artist and Digital Marketing Manager at Viaventi Designs

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Summary

Viaventi Designs is a unique full-service marketing agency dedicated to providing customizable marketing solutions to real estate agents and small business owners.

Our focus is on helping our customers save time and money by integrating traditional print media with website services and a variety of digital marketing solutions.

Experience

Marketing Manager

September 2017 - Present

Marketing Director of Viaventi Designs specializing in Real Estate Marketing and Graphic Design.

Independent Market Partner at Monat Global

March 2015 - Present

Independent Sales and Social Media Marketing Consultant

Marketing Coordinator at Keller Williams Realty, Inc.

February 2017 - November 2017 (10 months)

ISP Coordinator/Receptionist/Administrative Assistant at Boca Prep International School

July 2016 - January 2017 (7 months)

Medical Receptionist at TRIA Orthopaedic Center

June 2011 - May 2016 (5 years)

*Administrative support including scheduling and staff channel communication to over 17 therapists within the Hand Therapy Department reporting directly to the department manager.

*Lead within cross functional team to manage patient care scheduling, appointments and follow up.

*Selected to provide training and company orientation to new employees.

*Proficiently cross trained in 3 different departments in less than a year.

*Chosen to re-evaluate therapist's schedules to enhance productivity, reduce wait times and enhance patient experience

Customer Service Representative at Wells Fargo

September 2009 - August 2011 (2 years)

- * Responsible for enhanced customer experience through personalized customer interactions.
- * Processed monetary transactions according to bank policy and reported to banking manager.
- * Insured compliance by following all regulatory State and Federal Financial Laws.
- * Maintained environmental awareness to prevent fraudulent transactions, or misuse of monetary instruments.

Executive Assistant at Univision Communications Inc.

July 2010 - June 2011 (1 year)

- * Provided direct administrative support to the General Manager, along with supporting 3 production staff members and 6 Account Executives with administrative and event planning duties.
- * Coordinated multiple schedules, meetings, events and interviews for Account Executives and Production Staff.
- * Created newsletters, press releases, power points and informative reports.
- * Organize, track and file office finances to execute relocation of entire office.
- * Developed an inventory and tracking system for air time of commercials to organize and create measurable results.

Education

Southern New Hampshire University

Bachelor's degree, Digital Design , 2017 - 2018

University of Minnesota Crookston

Bachelor's degree, Marketing, 2015 - 2018

Normandale Community College

Associate of Arts (A.A.), Psychology, 2005 - 2012

Honors and Awards

Miss Minnesota Latina 2014

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[Contact Irene on LinkedIn](#)