

DEDRA DEBOSE

EXPERIENCE

SALES SUPPORT ADMINISTRATOR

DEC 2019 – PRESENT

COLDWELL BANKER – NOVATO, CA

- Marketing and technical support for 60+ real estate agents
- Manage internal marketing communications for local real estate office
- Design custom marketing collateral for print or digital real estate marketing campaigns
- Design and update visuals used in the local office, sales meetings and on social media

MARKETING COORDINATOR

JUL 2019 – DEC 2019

COLDWELL BANKER – CONCORD, CA

- Design marketing collateral for real estate agents across the US.
- Provide marketing support and one-on-one training
- Design and update visuals used in the teams daily work
- Design marketing management spreadsheet using Office 365 to help organize new and existing orders.

MARKETING & COMMUNICATIONS INTERN

OCT 2018 – MAY 2019

VISIT CONCORD – CONCORD, CA

- Managed content curation, design and social media calendar.
- Used Hubspot to support in digital marketing campaigns.
- Coordinated events and tradeshow to promote the brand.
- Designed event management system to help organize the office.
- Updated website content using Tempest website manager.
- Used Basecamp for project management and organization.

TRAINING / CONTRACTS ADMIN

MAR 2016 – AUG 2018

KAISER PERMANENTE – OAKLAND, CA

- Created "how-to" documents for department processes.
- Designed evaluation packets used in vendor's annual review meetings with company VP.
- Used Adobe Captivate to record larger department processes.
- Use Microsoft Excel to create monthly analytics reports.
- Managed department inventory and ordering.

VOLUNTEER

EXECUTIVE ASSISTANT (VOLUNTEER)

JAN 2017 – PRESENT

BAY AREA NON PROFIT - VALLEJO, CA

- Design visuals used for organization wide communication
- Create PowerPoint presentations for new technology trainings
- Create visuals and report templates used for the department
- Support National Managing Director in research and launch of new technology
- Keep track of all department tasks and projects
- Admin assistant for operations manager from 2012 - 2017.

I am a creative professional with a passion for visual communication and a love of process improvement. An "out of the box" analytical thinker with extensive experience in marketing design, seeking a rock star company to join.

EDUCATION

CSU – EASTBAY

B.S. in Business Administration

NAPA VALLEY COLLEGE

General Studies

SKILLS

- Visual Communication
- Detail-focused
- Micro-Learner
- Solution Oriented
- Self Starter
- Digital Marketing
- Simplistic Innovator

Adobe Acrobat



Microsoft Office



Google Suite



CONNECT

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