**[Social Media Data Entry](https://www.postjobfree.com/resume/ady5x9/social-media-data-entry-livingston-nj)**

**Location:**Livingston, NJ

**Posted:**August 23, 2023

**Contact Info:**

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**Resume:**

Carlota Hernandez

Carlotahernandez123@gmail.com (862)-201-8277

Education

Ramapo College of New Jersey- Mahwah, NJ September 2018- May 2021 Bachelor Degree in Social Science Law & Society

Work Experiences

Free Lancing - Social Media Management March 16,2023- Current

● Created monthly calendar to carefully curate social post

● Review campaign and content and performance

● Run analytics and insights to review overall engagement

● Developed online marketing campaigns and brand presence across all platform

● Actively responded to and answer consumer questions

● Coordinate campaign details between brand and taken such as timelines performance analytics Brandon J Broderick- Riverdale Legal assistant September 2022-current

● Filing and drafting motions for the court of Worker’s compensation

● Filing claim petitions

● Drafting settlement documents

● Tracking state statute limits

● Organizing calendar for attorney

● Gathering medical records and correspondent respondent attorney's

● Handle phone calls

● Mange 300 client cases

Clear Result- Denville

Marketing Assistant

December 2021- September 2022

• Data Entry

• Attracting new Customers to Program

• Working with Excel

• Gathering data of different campaigns success using different social media platforms • Cold Calling

• Understanding and promoting company brand in positive way

● Creating new campaigns in order to bring in new leads

● Photoshop and video skills in order to bring creative outlook to the company.

● Manged Hootsuite and Sprout Social

● Ditgal Marketing

One Oak Medical -Wayne Marketing Assistant

April 2021- November -2021

• Data Entry

• Managing Social Media

• On boarding new patients

• Working with AMD system

• Gathering data of different campaigns success using different social media platforms • Cold Calling

• Understanding and promoting company brand in positive way Corradino & Papa, LLC-Clifton NJ

Pre-Litigation Specialist

August 2020-March 2021

• Collect Legal Research

• Explore new cases and reduce other cases

• Open & Close New Files

• Calling Medical offices for records/bills

• Answer Client Phone Calls

• File, Organize, scan,copy, fax,mail,legal document in a timely manner

• Work With Needles Program

• Translate in spanish during meetings

• Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products

Ramapo Admissions Office December 2017-2021 Student Ambassador

● Give tours to prospective students

● Put together acceptance packages for students

● Able to communicate information to large groups of people International Institute for Learning - Greater New York Area Education Consultant May 2019 - September 2019 - Focused on creating different strategies to market towards new and old clients ● - Update the company's CRM with new information from old and new clients ● -Managed multiple databases, ex: Excel, for multiple projects for both research & program ● -Established and grew customer relationship

● - Sell online conferences using email and phone techniques Skills

Fluent in Spanish, Well Organized, Detail Oriented, Willingness to Learn, Project Management Google Certification, Work with Microsoft Word, Powerpoint, Excel, Hootsutie and Sprout Social