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CAREER SUMMARY

Penny Delgallego joined Voit Real Estate Services in 2012. As Senior Marketing Coordinator, Penny maintains all aspects of marketing and product development. She is responsible for creating innovative Buyer-Seller or Tenant-Landlord presentations, designing unique marketing and promotional collateral including brochures, flyers, direct mail materials, client proposals, and content development. She also assists in the reporting and client accountability process, online listing administration, and overall productivity of the marketing team. Penny helps promote the Voit brand through print and media outlets and contributes to the design of successful marketing campaigns that have resulted in the closing of multiple notable transactions.

AREA OF STRENGTH

- Over 35 years experience in customer service and sales
- Quick and eager to learn new procedures by utilizing every opportunity as a new learning experience
- Extensive knowledge in Adobe CC and earlier versions of Illustrator, Photoshop and InDesign
- Broad understanding of email marketing tools such as Constant Contact, Email Networks, and MailChimp
- Knowledge of Accounting practices and procedures

EXPERIENCE

Voit Real Estate Services <i>Senior Marketing Coordinator</i>	2012 - Present
PD Creative Works <i>Owner and Freelance Graphic Designer</i>	2011 - Present
UC San Diego, Office of CME <i>Registration Assistant II</i>	2007 - 2011

EDUCATION

San Diego City College
Graphic Design