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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, tracking market activity, organizing transaction documentation, 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. Penny assists with maintaining a diverse portfolio of clients, and drive projects to completion in a deadline driven environment.

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 and Email Networks
- Knowledge of Accounting practices and procedures

EXPERIENCE

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|---|-----------------------|
| Voit Real Estate Services <i>Marketing Design 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*