

Chenoa Rangel

122 S. Broadway Apt B | Denver, CO 80209 | 949-235-5235 | chenoa.rangel@gmail.com

Digital Media Creator & Marketer

+

Administration, Communication, & Events Management

Experience

DanseMedica / The Pointe Shop

2022 - Present

Communication & Administration

- Create, manage, and distribute all communication with DanseMedica members
- Update Wix website to reflect current events, members, and discussion forums
- Utilize Shopify, Instagram, GSuite, Asana, Slack, and Wix
- Create and map out social posts on Instagram and Facebook
- Organize operations of virtual and in person events including guest communication, day of operations management, and post event evaluation

Bridge & Tunnel Restaurant Group

2021 - 2022

Catering Coordinator

- Meeting with clients virtually or by phone to discuss their event, answering any questions they may have, promoting menus and services, and drafting contracts and agreements.
- Working with the culinary team to update protocol, cost, and build sheets for catering
- Assisting management teams when necessary aid in the successful delivery of catering orders
- Following up with clients to collect feedback, demonstrate appreciation, and ensure satisfaction with catering services
- Arranging, developing, and organizing inside and outside events, including seasonal special programming

Broche Ballet

2019 -2020

Instructor & Social Media Manager

- Create & manage daily content for Instagram, Facebook, and Youtube
- Teach absolute beginning ballet to adults in studio & online via Zoom
- Utilize Google Suite, Photoshop, Canva, iMovie, Premier Rush, OBS, Zoom, and Twitch

Streamline Marketing, Inc.

2016 -2019

Media Specialist

- Utilize Mediarails to effectively recruit publishers and promote healthy growth for all Streamline clients
- Support management and build affiliate strategy from the ground up for new clients

Account Executive

- Execute support work for account managers for enterprise clients
- Build and send creative and communication to various publisher websites weekly
- Organize analytics to monitor the performance of media planning and placements
- Recruit publishers for multiple clients including social media influencers

References

- | | |
|---|---|
| • Dustin Skudlarek, COO Bridge & Tunnel Restaurant Group | • Julie Gill, Founder, Broche Ballet |
| • dustin@rosenbergbagels.com | • julie@brocheballet.com |
| • 720-334-4305 | • 720-593-2073 |
-