

# RACHEL M. TACULAD

## MARKETING COORDINATOR

(360) 338-8888

Vancouver, WA 98686

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### EXPERIENCE:

7.1%

*Amount monthly  
income increased at  
E.P. Properties.*

#### E.P. Properties

{Marketing Coordinator & Bookkeeper}

- Coordination of all marketing efforts for a luxury apartment community (556 units) and 4 commercial entities. Creation of all marketing plans, flyers, promotional give aways and tenant events. Organization of all social media campaigns, redesigns of websites & print materials. As well as general bookkeeping tasks for all entities.

#### Trinity Property Consultants

{Bookkeeper & Interim Property Manager}

- Over-site of two apartment communities during manager medical leaves and between filling of positions. Tasks included marketing plan creation, tenant event coordination, advertising source upkeep, market analytics, rent collection, general office tasks, monthly reporting and various bookkeeping tasks.

#### Holland Residential

{Software Support Tech 1}

- Software support for Yardi Voyager/Enterprise. MySql database support as well as custom AdHoc report creation. Help ticket support for 56+ properties through email ticketing program.

#### PRIOR POSITIONS INCLUDE:

Trinity Property Consultants-	Leasing Agent
Holland Residential-	Leasing Agent
Go Wireless-	Wireless Sales
Sivad Studios Photography-	Marketing/Sales Support

### EDUCATION:

- Central Washington University
- Business Administration- 2004
- Skyview High School
- Class of 2002

### REFERENCES:

- Amber Pardue {EP Properties}
- Ellis Stevenson {RealVest Corp}
- Jesse Nicola {Web Dev}

### SOFTWARE SKILL SET:

- MS Office Suite
- Adobe Photoshop PS6
- Adobe InDesign
- CSS
- SQL
- HTML5
- Basic Drupal Themeing & Front End Work

### MARKETING SKILL SET:

- Marketing Plan Creation
- Wire-framing
- Web Dev Coordination
- Flyer Design
- Email Marketing Campaigns
- Facebook, Twitter, Pinterest, Yelp, Wordpress, & Foursquare
- Market Analytics

### VOLUNTEER POSITIONS:

- Salmon Creek Elementary
- PTA Member

### WEB PROJECTS:

- <http://www.MHApts.com>
- <http://www.park-towers.com>
- <http://www.trimountrvpark.com>
- <http://www.facebook.com/missionhillsapartments>