



ELLIS HURTADO

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PROFILE

Highly motivated & passionate individual seeking to utilize and grow current skill set. Bringing innovative approaches to problem-solving, an extensive understanding of the study of communication & hard skills in creative programs, I will be an asset to marketing and storytelling teams.

EXPERIENCE

MOCA+ | Mill Valley, CA

Social Media & Web Design Intern, June 2018 - June

- Conceptualized, designed, & developed company website
- Executed & edited photography / video of company events
- Aggregated and created content for social media accounts
- Developed marketing strategies & brand awareness
- Performed administrative duties (scheduling, preparing reports, & note-taking)

GREEN RUSH CONSULTING | Oakland, CA

Business Development Intern, June - Sept. 2017

- Researched, identified & developed viable partnerships & opportunities with ancillary businesses
- Composed & edited written documents relating to partners & partnerships
- Processed sales leads & responded to cannabis licensing inquiries
- Provided research & fact-checking for special projects

Sales Intern, June - August 2016

- Scheduled & documented meetings with clients & business partners
- Managed 1000+ subscriber campaigns on MailChimp
- Updated & reorganized CRM database (Base Sales Platform Software)
- Followed up sales leads & booked 30+ initial consultations

UC BERKELEY, CENTER FOR LATIN AMERICAN STUDIES | Berkeley, CA | Intern, July - August 2015

- Organized document archive and prepared archival records for transfer
- Transferred archived content onto new website
- Created & maintained accessible, retrievable computer archives & databases

ACTIVITIES

President of Students for Sensible Drug Policy (SSDP) at UC Santa Barbara, Winter 2018 - Spring 2020

- Led weekly meetings & recruited new members
- Conceptualized & executed events of 50+ people
- Initiated local policy change & fundraised
- Managed harm reduction program
- Disseminated educational materials

EDUCATION

UC Santa Barbara

Santa Barbara, CA
B.A. in Communication
Multimedia Writing Minor
Graduation 2020
Cumulative GPA: 3.84
Dean's List 2016-2020

University Carlos III de Madrid

Getafe, Madrid
Carlos III
International School
Fall 2018

SKILLS

Hard

- Adobe Photoshop, Illustrator, & InDesign
- Wix
- iMovie
- Microsoft Word, Excel, & Powerpoint
- Mailchimp
- Base CRM software
- GSuite
- Spanish

Soft

- Communication (written & spoken)
- Leadership
- Teamwork
- Problem-solving
- Creativity
- Organization
- Marketing
- Active Listening