

Daniela Rojas Castro

34 Cuesta Way Walnut Creek, CA 94597 • (925) 482-4249 • drojas105@gmail.com

Education

Loyola Marymount University

College of Business Administration –Dual Degree: Accounting and Marketing

National Society of Collegiate Scholars

Los Angeles, CA
Aug 2015-May2019
GPA: 3.43

Professional Experience

Data Research Intern

Lease Advisors

- Investigate on any leads for potential property that host a cellular or billboard installation
- Maneuver around salesforce, real quest, and several antenna search websites to provide useful information to the sales team
- Answer customer service calls professionally in regards to lease estimates for particular towers

Marina Del Rey, CA
Oct 2017 - Present

Production Assistant

King's Son Production

- Managed the company's Instagram, consistently marketing the brand through posts and stories
- Assumed roles in many different areas; grip, lighting, account management, and driver
- Produced "Hold On" for Swedish artist, Nano

Los Angeles, CA
May 2017

Student Housing Administrative Assistant

Student Housing Office LMU|LA

- Provided high quality customer service to students regarding housing concerns
- Arranged schedules for supervisors for interviews, appointments, and meetings
- Operated housing management software when responding constituent inquiries

Los Angeles, CA
Jan 2017- May 2017

Alpha Kappa Psi Pledge Class Member

Alpha Kappa Psi, Psi Epsilon Chapter LMU|LA

- Fundraised \$516.65 together as a Pledge Class
- Advertising for events via social media outreach
- Engaged with 30 active members

Los Angeles, CA
Oct 2016-Nov 2016

Executive Recruiting Assistant

Vector Marketing Corporation

- Made outgoing calls and answered incoming calls regarding service appointments in a nice and professional manner
- Scheduled applicants for interviews while using the VectorLive online system
- Recorded data from interviews and other applicants

Walnut Creek, CA
June 2016-Aug 2016

Leadership and Volunteer Experience

Espérer Service Organization, VP of Finance

- Completing 30 hours of service per semester throughout the LA area, specifically South East Middle School, Venice High School, and Downtown LA Women's Center
- Bringing awareness to issues of human trafficking and sustainability to LMU
- Volunteering to work events put on by LMU

Los Angeles, CA
March 2016-Present

Safe School Ambassador

- Lea a group of ten teens to actively overcome school bullying
- Initiated discussions on current school issues
- Organized events to provide awareness for maintaining a safe school environment

Walnut Creek, CA
Oct 2013-June 2015

Skills

Languages: Spanish (Native Colombian) and French (Basic Conversational)

Programs: Excel, Simmons, Salesforce, Clear Thomson Reuters, RealQuest

