



Contact

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in linkedin.com/in/renzaxalan

Portfolio: www.RenzAxalan.com

About Me

Adaptable, goal-driven & tenacious, with diverse work experience. I have a love for storytelling & am eager to join a marketing team where I can make a lasting impact in their success & story.

Skills

- Planning
- Teamwork
- Management
- Communication
- Problem Solving
- Time Management
- Event Management
- Social Media Marketing
- Canva
- Wix
- Excel, Power Point, Word & Outlook

Renz Axalan



Experience

Enterprise Mobility

Accounting Coordinator

2022-Present

- Facilitated communications with inter-company groups for billings
- Created & formatted reports for group metrics
- Processed group account payables & receivables

EchoPark Automotive

Lead Account Specialist

2020-2022

- Supervised account specialists ensuring efficient processes
- Title procurement for car purchases from financial institutions
- Maintained AR/AP schedules

2nd & Charles

Assistant-General Manager

2015-2020

- Acted as interim-general manager
- Managed daily store operations & projects
- Ensured store weekly/quarterly store metrics were met or exceeded
- Managed social media accounts

Education

Metropolitan State University of Denver | AACSB Accredited Marketing | Bachelors of Arts & Sciences

2023-2026

- Digital Marketing Certificate
- President's Honor Roll List
- Beta Gamma Sigma: Honor Society

Accomplishments

- Best Bookstore 2019 | East-Boulder County