

# TERESA JOLIE de la GARZA

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## PROFILE

*A highly motivated professional with a successful background in Public Relations, Media Production, Advertising, Creativity, Client Relationship Development and Communications*

- Strategic planning, communication and development background
- Professional and self-confident in handling daily operations of a fast-paced environment
- Ability to act as liaison between studio production crews, directors, managers, videographers, photographers, creative staff, production office and actors, ensuring projects start and finished on time
- **Bilingual;** fluent in English and Spanish

## EDUCATION

St. Edward's University, Austin, Texas, B.A. in Humanities with a concentration in Graphic Arts expected Spring 2010

## EXPERIENCE

Local Austin Music, Austin, Texas

2006-2010

### Promotions Director

- Promoted concert/venue appearances for local entertainment groups
- Provided extensive public relations; authored press releases
- Created event marketing campaigns, which included sponsorships, promotional collateral; maintained relations with industry publications and contracted recording companies
- Compiled media advertising vehicles, including posters, CDs and bios; assembled press packets and sent out to local media organizations prior to arrival, keeping accurate track of patronage for each venue
- Oversaw distribution of promotional material and merchandise for radio and TV stations, and performances; ensured signage events and personal appearances were in-line with schedules; coordinated requests, special promotions and artist media interviews

Reverse Mortgage of Texas, Austin, Texas

2006

### Notary Public

- Traveled statewide to various client sites; gathered background information for reverse mortgage information packets, set-up files and ensured all necessary information was filled out, signed and then notarized documents
- Prepared legal papers and documents affecting loans, ensured documents were notarized properly among all offices

Equity Residential, Carrollton, Texas

2002-2005

### Professional Leasing Consultant

- Managed daily operations and all phases of property management for 1Saddle Creek Apartment Complex as the sole consultant leasing 280 units with a high closing rate of 98% and an occupancy rate of 93%; performed market comparables from time-to-time
- Answered leasing and resident calls; showed units, explained policies and leasing contracts
- Oversaw that paperwork was completed, including deposit agreements, credit reports were pulled, reference/employment/background checks performed, move-in/out activity documents as well as inspections, make-readies and documented any rental violations

La Quinta, Denton, Texas

2001

### Front Desk

- Booked rooms, checked guests in and out; provided extensive customer service at all times

E. de la Garza Wholesale, Brownsville, Texas

Summers 1998-2001

### Sales Consultant

- Took customer orders over the phone and in person; oversaw inventory, ordering, administrative activities as well as merchandising

**LICENSES:** Notary Public (10/24/10); State of Texas Mortgage License; Certified Leasing Consultant

**PUBLISHED:** Created illustrations for an operations booklet for the Boogey Man Be Gone product

Photography and Graphic Work for national Beiler Bros. record release of Dirty Wormz album Parazite, in stores nationwide

**PHOTOGRAPHY:** Avid photographer; set-up shoots, product proofs for submission as well as Dirty Wormz Media Shots for press releases

**ACTING:** Several major productions, including The Dryads as well as the pilot for a TV show—River City Yacht Club in 1998; performed in various theatre productions throughout the summers of 1996 & 1997

**COMPUTER:** Windows, Word, Excel, PowerPoint, Illustrator, PhotoShop, InDesign, Reason, knowledge of Dreamweaver and HTML