



Reyna Cabrera

MARKETING SPECIALIST



rcabrera@legendarycre.com

EDUCATION AND QUALIFICATIONS

Secretarial
English & Spanish
Bilingual
Computer Technician

AFFILIATIONS AND MEMBERSHIPS

Loopnet
Costar

CONTACT DETAILS

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AREA OF EXPERTISE

Reyna Cabrera joined Legendary Commercial in January 2017 as a Marketing Specialist. She is also responsible for providing ongoing administrative and clerical support for the office include:

- Type contracts, agreements and correspondence.
- Track and manage listing files.
- Manage files for transactions closed deals, and property brochures.
- Coordinate and manage property tours and client meetings.
- Order and monitor office supplies.
- Coordinate property signage and installation.
- Prepare and ship mail and overnight packages.
- Prepare and compile proposals and packages.
- Research, coordinate, and implement third-party information resources.
- Handle incoming calls and messages.
- Distributed and set faxes and emails.

PROFESSIONAL ACCOMPLISHMENTS

- Ensure precise execution of marketing plans for every property
- Assist in successful distributions of marketing materials to Brokers & Customers
- Update and maintain Tenant, Broker & Client databases

BUSINESS BACKGROUND

Reyna also operates a maintenance and cleaning business and is currently an interim property manager for a twelve unit apartment complex.

TECHNICAL SKILLS

Reyna has completed training to learn and become highly proficient in industry standard technical applications including AIR Forms Application, Adobe InDesign, Illustrator, Photoshop, Acrobat, Microsoft Word, Excel, PowerPoint, Outlook for Campaign Marketing & Database Management, QuickBooks, Loopnet and Internet Property Research.