

Isabela Gallego

Tallahassee, FL | 754-248-0594 | ig23o@fsu.edu

EDUCATION

Coral Glades High School Coral Springs, FL *High School Diploma* June 2024 4.7 GPA

Florida State University Tallahassee, FL Bachelor of Business, Finance Expected May 2027

PROFESSIONAL & ADMINISTRATIVE EXPERIENCE

Marketing Assistant, CREI Management, LLC

October 2025- Present; Tallahassee, FL

- Manage resident and prospect interactions through tours, calls, and daily inquiries while supporting leasing operations by organizing applications, preparing lease documents, and conducting move-in inspections. Assist with marketing initiatives and renewal promotion through consistent resident communication.

Front Desk & Membership Sales Associate, Scenthound

May 2025- Present; Coral Springs, FL

- Delivered high-quality client service by managing scheduling, front desk operations, and phone communications while maintaining accurate records. Consistently met membership sales goals through effective communication, organization, and customer-focused service. Worked hands-on with dogs during check-ins and transitions, ensuring a calm, safe, and positive experience.
-

AFFILIATIONS, MEMBERSHIPS, & SERVICE

Junior Board Member of Non-Profit, Open Hearts for Orphans

May 2022- Present

- Support nonprofit fundraising by organizing donation bids, coordinating outreach to local businesses, and promoting events. Raised \$800 through *Hope and Healing* project and helped secure a one-year partnership with a local business.

Kappa Kappa Gamma, Member

August 2025- Present

- Participate in chapter programming and philanthropy events supporting mental health awareness through NAMI, including fundraising initiatives and community engagement efforts.

Freshman Leadership Institute, Participant

September 2024- November 2024

- Selected for a ten-week leadership development program through FSU Student Government, engaging in weekly workshops, mentorship, and collaborative projects focused on values-based leadership and personal development.
-

CERTIFICATIONS & SKILLS

Excel Certification

April 2025

- Demonstrated proficiency in data organization, spreadsheet management, reporting, and efficient use of formulas and tools to support administrative tasks and decision-making.

Adobe Photoshop Certification

June 2023

- Industry-recognized credential demonstrating knowledge of Adobe Photoshop and proficiency in digital media.

Entrepreneurship and Small Business certification

May 2024

- Demonstrated an understanding of the basics of starting and running a small business.
-

Writing & Speaking Languages: English, Spanish.