



RUBEN DUARTE

VICE PRESIDENT

☎ 682-270-8035 | 817-242-6990

✉ rubenduarte@adventtrinity.com

🌐 www.adventtrinity.com

📍 2909 E. Arkansas Ln., Suite C - 34,
Arlington, Texas 76010

EDUCATION

General Studies

Tarrant County Community College

2008 – 2010

Diploma

Lamar High School

Graduated in 2008

CERTIFICATIONS

Google Partner Certification

Semrush Partner Certification

HubSpot Certification

Professional Summary

Innovative and results-driven Vice President of Advent Trinity Marketing with extensive experience in developing search marketing strategies, leading teams, and managing client relationships. Expert in performance analysis and reporting, collaboration and integration, and staying aware of market trends. Demonstrated success in transforming a small startup into a thriving business with multiple employees. Proficient in project management, sales, and a variety of marketing and business management tools. Recognized for exceptional leadership and strategic vision, contributing to the rapid growth and success of multiple ventures.

Skills

- **Search Marketing Strategy Development:** Expert in developing and implementing effective search marketing strategies.
- **Team Leadership:** Skilled in leading and managing cross-functional teams to achieve business objectives.
- **Performance Analysis and Reporting:** Proficient in analyzing performance metrics and generating comprehensive reports.
- **Client Relationships Management:** Adept at building and maintaining strong relationships with clients.
- **Collaboration and Integration:** Experienced in collaborating with different departments and integrating marketing efforts.
- **Market and Trends Awareness:** Keeping up-to-date with market trends and industry developments.

Professional Experience

Jan 2018 - Present

Advent Trinity Marketing Agency | Arlington, Texas, United States

Vice President

- **Search Marketing Strategy Development:** Develop and implement comprehensive search marketing strategies tailored to each client's unique needs.
- **Team Leadership:** Lead and manage a team of marketing professionals, ensuring alignment with overall business goals.
- **Performance Analysis and Reporting:** Analyze marketing performance using advanced analytics tools and guide the team to make data-driven adjustments for continuous improvement.
- **Client Relationships Management:** Build and maintain strong relationships with clients, ensuring their needs are met and exceeded.



RUBEN DUARTE

VICE PRESIDENT

TECHNICAL SKILLS

Bilingual
Canva
Google Ads
Google Analytics
HubSpot
MailChimp
Microsoft Excel
Salesforce
Semrush
Slack
Trello
WordPress
YouTube Ads

AWARDS

Rotarian of the Year

2019 - 2020 | Arlington, Texas, United States
Arlington Highlands Rotary Club

Key Contributions

- Advent Trinity Marketing: Grew the company from a small startup to a thriving business with multiple offices and employees.
- NuvoDesk Coworking: Played a significant role in the development and success of NuvoDesk, helping future business leaders start their businesses.
- BFF Asian Grill and Sports Bar: Created a successful video commercial that enhanced customer engagement and business growth.

2016 - 2018

Fitness Connection | Arlington, Texas, United States **Sales Representative**

- Sign up new members and ensure a clean and welcoming environment.
- Address members' problems and concerns to enhance their experience.

2014 - 2016

Park Place Motorcars Mercedes-Benz | Arlington, Texas, United States **Valet**

- Locate and retrieve members' vehicles and provide a welcoming environment.
- Guide members to their desired destinations.

2012 - 2014

MetroPCS | Arlington, Texas, United States **Direct Manager**

- Oversee day-to-day operations and ensure merchandise is stocked and properly presented.
- Ensure all stores meet their sales quotas and manage inventory.
- Recruit and develop promising managers and sales representatives.

2010 - 2012

Panda Express | Arlington, Texas, United States **Cook**

- Prepare and cook food, and assist with closing the store.

2008 - 2010

McDonald's | Arlington, Texas, United States **Drive-Thru Operator**

- Take customer orders and ensure prompt service.