

Vanessa Flores

I offer a strategic mindset and collaborative approach to team leadership, and I am eager to learn and develop in a dynamic environment. Bringing a foundational understanding of project management methodologies and effective communication techniques.

New York, NY 10024
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EXPERIENCE

Beam Center, New York — *Project Leader*

2023 - 2024

- Collaborated with team members to develop, identify and accomplish assigned goals and objectives.
- Achieved project success by efficiently allocating resources and managing schedules.

High School of Hospitality Management, New York — *Project Management*

2024 - 2025

- Monitored progress against established goals, adjusting schedules and resources as needed to keep projects on track.
- Created accurate budgets based on resource requirements, allowing for optimal allocation of funds across all aspects of the projects.
- Analyzed project performance data to identify areas of improvement.

No Company , New York— *Personal Babysitter*

2022 - Present

- Prepared healthy, age-appropriate snacks and meals.
- Communicated positively with children and guardians.
- Managed multiple responsibilities simultaneously; prioritizing tasks efficiently without compromising the quality of care

EDUCATION

High School of Hospitality Management , New York — *High School Diploma*

Sept 2021 - June 2025

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SKILLS

Organization
Time Management
Team Work
Adaptability
Customer Service

AWARDS

Honors Society
Outstanding Attendance
Leadership Award

LANGUAGES

English, Spanish Intermediate

PROJECTS

Yearbook Committee — *Detail*

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