

Kimberly Velez

Social Media,
Business Communications,
and Real Estate

Austin, Texas 78744

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Personal Profile

Driven towards success in and outside of the workplace, extremely detail-oriented, and recognized for exceptional leadership. Adapts quickly to dynamic business conditions, enjoys in depth problem solving, and experienced in program management, business and social media communications, and customer service.

Work Experience

Club Workforce Management Intern

Special Programs Planning and Management Intern

Hilton Grand Vacations

Nov 2018 - Aug 2019

- Initiated successful workforce planning, job realignment, employee involvement, and team-building projects.
- Ran weekly, bi-weekly, and monthly meetings informing team of new policies and corporate changes.
- Tracked daily team member attendance and adherence in NICE IEX scheduling software.
- Performed regular audits on schedules, attendance records, and performance documents

Lockheed Martin

Oct 2017- Feb 2019

- Assisted in the creation and maintenance of multiple Integrated Master Schedules in Microsoft Project
- Coordinated with team members in order to ensure key project milestones were met in a timely manner
- Created/updated Excel and PowerPoint files to support required team project meetings
- Executed daily, weekly, bi-weekly, and monthly reporting tasks to upper level management

Education

University of Central Florida

Bachelor of Science in Business Communication

May 2017 - Dec 2020

- Chi Omega
- Colombian Student Association
- Make-A-Wish Volunteer

Bachelor of Arts in Entertainment Management

Minor in Mass Media Communications

Expertise

- Bilingual in Spanish
- Social Media Management in Hootsuite, Zoho, Buffer Publish
- Adobe Creative Suite: Photoshop, InDesign, Premiere Pro
- Microsoft Office Platforms
- Texas Real Estate License