



Hailey Flora

junior Web Developer

PROFILE

Detail-oriented professional with excellent communication, interpersonal and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

2020-Present

Marcia Selden Catering and Events | 65 Research Drive, Stamford CT

SENIOR OPERATIONS COORDINATOR

- Develop marketing efforts to include assistance with our new website, social media projects, and blogs.
- Assist Operations Coordinator in coordination of orders for clients, both individuals and corporate.
- Track company inventories and ordered new products to replenish equipment levels.
- Facilitate unloading and stocking of merchandise according to operational guidelines.
- Liaison between sales and executive chefs to ensure full communication of event needs.
- Sent equipment based on event's theme, and provide video/pictures to ensure vision was upheld during setup.
- Manage events of all sizes to ensure event's timeline is met.
- Manage staff at events of all sizes, to ensure staff stays on track with customer's needs and our company's guidelines.

2019-2020

AQR Capital Management | 1 Greenwich Plaza, Greenwich CT

RECEPTIONIST | ADMINISTRATIVE ASSISTANT

- Meet and greet visitors, occupiers, and clients with a warm professional welcome and ensuring employees know of their arrival
- Oversee all catering orders for external client meetings; scheduling, guaranteeing set-up and clean-up are on time
- Provide support to department personnel—assist with booking client meetings and in-house client events, in addition to resolving
- scheduling conflicts
- Carry out all invoicing for the company, and work with the offshore team to make sure processing is efficient
- Handle overflow from Facilities Department i.e., in-house projects, analyzing company data and pain-points
- Collaborate with building and company security teams to maintain strict security standards

2015 - 2018

Compass Corporate Housing, LLC | 482 Glenbrook Road Stamford, CT

SENIOR RESERVATIONS SPECIALIST | INSIDE SALES ASSISTANT

Senior Reservations Specialist

- Managed the Reservations team consisting of top accounts
- Spoke and assisted incoming phone leads with housing requests
- Worked with other corporate housing companies to ensure housing for our guests and theirs was seamless
- Worked with other teams within Compass to guarantee a home away from home experience for our guests

Inside Sales Assistant

- Assisted Sales Representatives to ensure housing for companies was completed efficiently
- Searched for outbound housing locations for corporate companies and guests
- Assisted guests with their move in procedure and was there to accommodate their needs
- Completed Sales calls and follow-ups for potential incoming residents calling into Compass

CONTACT



Address

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Phone

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Web

www.github.com/Hflora2010

EDUCATION

2023

FULL STACK WEB DEVELOPMENT BOOTCAMP

University of Connecticut

2015

BACHELOR OF ARTS: COMMUNICATIONS

Focus: Entertainment Planning

University of Connecticut

PRO.SKILLS

Attention to Detail	HTML CSS JavaScript
Time Management	Node.JS Express
Working with a Team	Handlebars.JS
Problem Solving	React
Attention to Detail	Insomnia MongoDB
Debugging	RESTful APIs