

# Emily Velez

Coordinator with Startup Experience, Skilled in Data Analysis and Stakeholder Liaising

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## SUMMARY OF QUALIFICATIONS

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**Tools:** Microsoft Word, Microsoft Excel (Pivot Tables, VLOOKUP), SQL, Tableau, Python, HTML

**Skills:** Detail-Oriented, Organizational Skills, Flexibility, Communication, Multi-tasking, Fluency in Spanish

## WORK EXPERIENCE

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### Senior Web Conference Coordinator

*Toronto, ON*

*First Class Conferencing Facilitation Inc.*

*May 2020 – May 2022*

- Tactfully corresponded with diverse stakeholders, including executives, clients, and internal teams, to gather information, troubleshoot issues, and ensure seamless virtual collaboration experiences
- Orchestrated clear communication initiatives, fostering enduring relationships with key stakeholders and driving a 15% increase in client satisfaction scores and a 30% rise in project success metrics
- Spearheaded and executed ad hoc projects, overseeing various administrative tasks, including hospitality-related duties such as ensuring client comfort and satisfaction during virtual events

## PROJECTS

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### MovieInsight: Analysis of Letterboxd User Sentiment, Engagement, and Trends

*January 2024*

- Identified and analyzed user engagement patterns for the top 5 genres, contributing to a 15% improvement in understanding user preferences, while also engaging in data entry activities to ensure comprehensive project documentation
- Maintained a high level of attention to detail in all aspects of work, resulting in a 30% reduction in processing time compared to conventional methods, thereby enhancing overall project efficiency

## VOLUNTEER EXPERIENCE

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### Director of Fundraising

*Toronto, ON*

*Global Brigades Club @ UofT*

*September 2019 – April 2020*

- Established and maintained partnerships with 10+ external vendors, resulting in a 15% increase in available resources for fundraising initiatives
- Coordinated and executed 5 major special events, surpassing revenue targets by 15% and achieving a record-breaking fundraising total
- Consistently sought opportunities to enhance fundraising efforts, including proofreading communications and hospitality-related initiatives such as organizing donor appreciation events

## EDUCATION

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### University of Toronto

*Toronto, ON*

*Honours Bachelor of Science, Neuroscience*

*September 2018 – April 2023*

### BrainStation Toronto

*Toronto, ON*

*Certificate in Data Analytics*

*September 2023 – October 2023*

**Interests:** Rock Climbing, Reading Books, Watching Films, Pickleball, Running