

GRACE MUÑOZ

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Certifications

**Mortgage
Processing License
2006**

**UM Human
Resource Certificate
2009**

Key Skills

All Administrative
Duties

Marketing/
Promotions

Social Media Planning

Logistics

Sponsorship

Operational
Management

Compliance

System Integration
Planning

Intuit Quickbooks

Event Planning

Education

MIU Art Institute
BA in Advertising
2012- Present

Miami Dade College
AA in Psychology
2009

BUSINESS PROFESSIONAL

OPERATIONS, MARKETING AND PRODUCTION SPECIALIST

A multi-faceted business professional with experience in management, operational duties, and production coordination. Energetic and innovative with proven ability to work in teams, find solutions and produce results.

Management & Operations Summary

**12/2013 -
Present:**

Aloma Lumber Inc. *Inside Sales Coordinator.*

Assist on all quotes and orders for British Virgin Islands, Bahamas, South America & Haiti. Follow up on all production and logistic needs for each costumer. Evaluate weekly Gross margin & profit margins for Account Manager.

**01/2011-
11/2013:**

Mesh Events Inc. *Founder, Freelance Project Manager.*

Project Management Including Social Media Promotions, Sponsorship Development, Media Kit Productions, Logo Concepts, Website Content, Blog Writing, Copywriting, Volunteer Coordinator

**10/2010-
09/2011:**

Newport Beachside Resort. *Operations Manager*

Develop Employee handbook and Check in process for all Time share Guest. Coordinate with Sales and Marketing Departments for potential Client Visits and Vendor Relationships.

Production Experience (Mesh Events Inc.)

Miami Dolphins Special
Teams

Rally for Kids with Cancer: Volunteer Coordinator, July 2011

Yacht Next,
Ft Lauderdale, FL
Crew Unlimited,
Ft Lauderdale, FL

Ft Lauderdale Boat Show: Perfect Setting Tabletop Challenge, Full Production Coordinator, Oct 2011

Ft Yachtie-Da Film Festival: Sponsorship Coordinator, Nov. 2011

AFSP.Org
Miami, FL

SAM Forever Gala Benefitting Suicide Awareness: Full Production Coordinator, Dec. 2011

RAW Artists Org.,
Miami, FL

Miami Division Spokesperson & Event Master of Ceremonies.
Jul 2012- Present.

Federal Aviation
Association, Miami, FL

SAFE Operation Non Profit Organization. Project Management Jan 2013-Present.