

LaVonne Patoir

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Professional Summary

Detail-oriented professional with a background in Computing Technology and Hospitality Management. Proven track record in high-volume administrative coordination, navigating databases, data integrity, Excel, and SQL. Committed to providing support and leadership, and navigating technical challenges with efficiency and clear communication.

Education

B.S. Computing Technology & Software Development | Valencia College | August 2025

B.S. Hospitality & Tourism Management | Florida State University | May 2021

Technical Skills

LMS Administration (D Learn/TrainMe), User Access Management, SharePoint, SQL (MySQL), Excel (VLOOKUP), Tableau (Beginner), Power BI (Beginner), Requirements Gathering, Auditing

Relevant Projects

ConnectOrlando | Co-Team Lead for Full-Stack Tech Education Web and Mobile Application

- Led data testing for MySQL database interactions, to ensure data integrity across backend APIs
- Analyzed system bugs, collaborating with developers to implement technical fixes

Work Experience

F&B Relief Coordinator | The Walt Disney Company | May 2025 to *present*

- Managed training logistics via internal LMS (D Learn), and user access for internal financial systems to ensure 100% compliance with safety and operational record-keeping
- Executed financial audits to verify data against backend input and resolve discrepancies
- Acted as the first point of contact for operational concerns, and supported team development by training staff in correct system usage (POS/Operations) and guest service standards
- **F&B Seater, Trainer, Assignor, and General Teller** (Nov 2022 – May 2025)

Event Production Assistant | XL Event Lab | July 2022 to Sept 2022

- Coordinated weekly travel for 20+ members and talent; assisted with delivery for rentals and equipment

Meeting Assistant | Florida Dental Association | Feb 2021 to July 2021

- Primary point of contact for over 6,500 attendees, managing tremendous details and high-volume requests
- Assisted in overseeing 50+ room hosts, executing complex program and vendor logistics when needed

Teacher Assistant | Lake County Schools | Sept 2021 to Dec 2021

- Assisted in curriculum delivery, gaining insight into the operational needs of an accessibility-focused learning environment and student record-keeping