Patricia Cancio

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Summary

Seasoned actor and world traveler seeking to transition to a career in tech, with a deep interest in both front and back-end development. I am trained in the MERN stack and am open and excited to learn more and expand my knowledge base.

Experience

Luxury Travel Advisor

Fora Travel

Aug 2021 - Present (8 months +)

I deliver streamlined and personalized hotel bookings and itineraries for a select and loyal client base in the high-end luxury travel market in a timely and efficient manner.

Substantial energy is dedicated to frequent travel, research, database maintenance, supplier meetings, and attendance at conferences and events in order to keep up with the most up-to-date travel trends, restrictions, must-knows and must-dos. My meticulous note-taking and listening skills allow me to multi-task efficiently and deliver results from anywhere around the world.

Systems: Salesforce, Axus, Stripe, Slack, Circle
Affiliations: Virtuoso, Four Seasons Preferred Partner, Belmond Bellini Club, Rosewood Elite

Luxury Travel Advisor

Passported

Feb 2018 - Sep 2021 (3 years 8 months)
Job description is as described in the transition to Fora
Systems: Zendesk, Salesforce, Axus, G-Suite
Affiliations: Virtuoso, Four Seasons Preferred Partner, Bellini Club, Rosewood Elite

Executive Assistant/ Office Manager

Freelance

Sep 2015 - Feb 2018 (2 years 6 months)
Managed calendar, travel, and expenses for C-level and MDs in the Financial Industry through extensive problem solving with constantly shifting schedules, time zones, and other outliers. Managed operations and inventory, vendor relations, repair and maintenance orders, and billing. Interfaced with high net-worth clients and other executives on a regular basis.

Director Of Communications

Bellmarc Realty Group Inc

Jul 2014 - Sep 2015 (1 year 3 months)

Managed and performed all internal and external communications. Led creation and maintenance of mobile app, company and CEO's blog, monthly real estate statistic reports, regular internal updates and company events, advertising contacts, media pitches, photoshoots, sales decks. Represented the company bi-monthly at NYREI and led recruitment strategy and on-boarding.

Implemented SEO to website and wrote and implemented a strategic social marketing plan, developed a comprehensive social media training manual, and taught a weekly social media training class at the company HQ. Composed bios and assisted agents in creating and proofing their online profiles and sales materials.

Successfully booked agents and CEO for interviews and features on real estate websites and broadsheets including several mentions in The New York Times.

Collected and analyzed data to produce quarterly residential sales reports for each Bellmarc location: Midtown East, Upper East Side, Upper West Side, Washington Heights, and Gramercy/Chelsea.

Resolved customer concerns via phone, Yelp, Facebook, and Twitter.

Systems: Mailchimp, WordPress, ORM, Streeteasy, G-Suite

Education

Columbia University in the City of New York

Certificate in Coding Engineering

Sep 2021 - Mar 2022
Browser Based Technologies: HTML5, CSS, JavaScript, jQuery, Bootstrap, React.js
Databases: MySQL, NoSQL, MongoDB
Server Side Development: MERN Stack, Progressive Web Applications
Deployment/Command-Line Fundamentals: Heroku, Git
API Interaction: RESTful APIs, JSON, AJAX, GraphQL
Quality Assurance: Unit Testing, Linting, Continuous Integration
Agile Methodology

American Academy of Dramatic Arts

Certificate
Performer resume available on request!

Saint Louis University

Bachelor of Arts - BA, Communications
Communications Honors, Magna Cum Laude
Theatre Minor, Orientation Ambassador, work study in Admissions and Web departments.

Skills

Problem Solving • Interpersonal Skills • Logistics Management • Foreign Languages • Databases • Data Analysis • Web Development • Back-End Web Development • Team Coordination • Communication