

Cecilia Prada
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**Work
Experience:**

Authorized Contractor
Dallas / Fort Worth Region
972-503-1333

01/2006 – Present
Hours per week: 40

Event Public Relations Liaison

Duties, Accomplishments and Related Skills:

Responsible for the planning and implementation of catering services for various cliental and Elite Organizations (Wolfgang Puck, Byron Nelson / Colonial Golf Tournaments). I engage guests as professional Hostess catering to their specific needs while at event. I provide itinerary of events along with specific food and wine pairings. I pre-organized location provided for guests with necessary seating and prepared entertainment. I assisted with organizing and filing company invoices from various merchant accounts and vendors. I managed the planning and productions of catering functions for various companies engaging customers to create positive experiences. I assisted in providing various cuisines and liquors while providing customer service to create momentous experiences for all guests involved. I provided personal concierge experience with selected VIP guests when notified. I assisted in providing follow up reports to event organizers with proposed ideas collected from my guest engagements.

Gold Room Catering Service
Dallas, TX 75251
972-503-1333

01/2006 – Present
Hours per week: 40

Event Public Relations Liaison

Duties, Accomplishments and Related Skills:

Responsible for the planning and implementation of catering services for various cliental and Elite Organizations (Wolfgang Puck, Byron Nelson / Colonial Golf Tournaments). I engage guests as professional Hostess catering to their specific needs while at event. I provide itinerary of events along with specific food and wine pairings. I pre-organized location provided for guests with necessary seating and prepared entertainment. I assisted with organizing and filing company invoices from various merchant accounts and vendors. I managed the planning and productions of catering functions for various companies engaging customers to create positive experiences. I assisted in providing various cuisines and liquors while providing customer service to create momentous experiences for all guests involved. I provided personal concierge experience with selected VIP guests when notified. I assisted in providing follow up reports to event organizers with proposed ideas collected from my guest engagements.

ELS / Collin College Community Outreach Project

Responsible for the planning and implementation of various events and activities within our company for patients. Managing engagement programs to encourage socialization and provide entertainment, relaxation, and fulfillment towards patients producing a more positive atmosphere within their environment. I had to maintain documentation of activities, productivity, and daily care occurring within the property for Upper Management to view in order to understand my assistance as a volunteer/ health care aide. I assisted in coordinating enjoyment and retention of patients creating an internal loyalty from them to the organization. I also provided health care and monitoring of patients according to all State and Federal regulations as stated in the company's Standard Operations Procedures, (SOP). Under my direction and care, I made sure all policies and procedures were active and in place. I assisted in generating new ideas and plans for patients which enhanced the organization and captured other Elite Foundations to offer me placement opportunities with them as well.

Lulac National Education Service Center
Oak Cliff, TX 75062 United States
972-255-9526

01/2008 - 01/2009
Hours per week: 40

Hispanic Liason Project Coordinator

Duties, Accomplishments and Related Skills:

My responsibilities included, but were not limited to, assisting in the preparation and coordination of various educational programs and events for multi-cultural students. I utilized and promoted the Standards of our Mission and Vision through educational counseling, scholarship preparation and research, mentorships, leadership development planning, and literacy programs offered through our national network. I prepared and scheduled meetings with potential and current students to help promote existing opportunities and benefits for them in various educational fields. I informed and connected our clients with staff to help them reach their intended goals. I keep statistical reports of client based needs and sales to present to management at Leadership meetings for proposed updates and changes to benefit future students. I assisted various staff with scheduling, meetings, organization, and marketing materials to help with sales and new projects. I assisted with coordination and implementation of various leadership conferences with youths meeting top candidates from within the nation to meet in Washington for various agendas. I assisted with joint agreements of various organizations providing essential workforce needs and benefits to our candidates were met.

American Airlines
Carrollton, TX 75062 United States
972-255-9526

Authorized Contractor
Hours per week: 40

Hispanic Outreach Project Manager

Duties, Accomplishments and Related Skills:

My responsibilities included receiving, organizing and promoting the "Wright Amendment" towards Hispanic Local Communities in the Bachman Lake community. My position dealt in explaining all areas of how the "Wright Amendment" would affect communities in a negative manner. I was responsible for providing factual information and possible outcomes based on approval of amendment. I helped in planning and implementation of creating a forum environment for directing various individuals to the correct department based on specific aviation inquiries. I dealt in promotional signage, marketing placement of items to create a selling environment for

various cultures, genders and ages promoting American Airlines. I handled our project budget as well as distributed survey reports towards Upper Management for review and forecasting. I dealt with various Department Management gaining informational insight to pass on towards the Hispanic community at our forums and presentations. I performed various research online and through local, Regional, and National contacts to gain required information for specific passenger and Hispanic inquiries.

Education:

Collin County Community College Plano, TX United States
972-273-3000

Major: Bilingual Studies

Studies: Business Management and Public Relations

Training: **Job Related Skills**
Interpersonal Communication Skills, Research and Development, Demographic Surveys, Analytical Data and Benchmark Reports, Scheduling, Activity Management and Coordination, Cultural Personality Assessment, Internal / External Loyalty Development Program, Multi-Line Phone Operations, Multitasking, Management Systems, Leadership and Motivational Development Skills, Motivational Speaker, Diplomatic Customer Service Liaison.

Language Skills:	Language	Spoken	Written	Read
	English	Advanced	Advanced	Advanced
	Spanish	Advanced	Advanced	Advanced

Affiliations: Network Stars Mentoring Program for Students with Elite Corporations (i.e. Audi)– Founder

Leadership of Plano Association – Recipient of Andre Davidson Scholarship
LULAC – Vice President of Collin County, District # 1457

Coordinator the League of Women Voters with the Hispanic Community Outreach Program

Dallas Chapter of Alzheimer's – Developer and Organizer of Plano Senior Center Town meetings / Hispanic events. Promoter of various Alzheimer's educational programs

Blue Key / Llave Azul United Resources for Hispanics - Founder

Additional Information:

*12 years in Customer Service (Internal & External) along with Corporate Communication, Information Distribution, Promotions and Loyalty Programs.

*12 years in Corporate Marketing and Sales locally, statewide and regional handling promotions, demographic surveys and research analysis, Motivational and Public Relations sales.