

# Jesus A Garcia

## **Great Personality, Loyal & Dependable**

Hawthorne, CA 90250

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+1 310 341 8367

- Able to multi-task in a fast-paced environment
- Organized self-starter who can work independently with little direct supervision, but who also works well within a team framework
- Able to interface with grace, humility, humor, tact, diplomacy and confidentiality with VIPs
- Excellent oral and written communications skills, and have the ability, flexibility and adaptability to manage multiple and ever-changing priorities, personalities and deadlines
- Enthusiastic and personable!
- Able to take initiative in completing assigned work and projects

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Flight Attendant**

Avelo Airlines - Burbank, CA

September 2021 to Present

#### Responsibilities

1. ) SAFETY: Ensure the safety, welfare, and comfort of all Customers and other Crewmembers.
  - Contribute to the smooth and efficient operations of all aircraft and flight schedules.
  - Complete incident/safety reporting requirements and submitting timely documentation.
1. ) INFLIGHT STANDARDS: Create a caring customer experience on every flight; from boarding to deplaning
  - Be knowledgeable of and adhere to Federal Aviation Regulations and comply with laws, regulations and procedures in all locations where operations are conducted.
  - Attend all training and maintain qualifications as determined by Inflight Leadership.
  - Maintain the Flight Attendant manual, including reading and processing revisions and bulletins upon receipt, possessing assigned, up-to-date manual at duty-in and during all training assignments, and keeping assigned manual accessible at all times during flight.
1. ) CUSTOMER AND CREW LEADERSHIP: Build customer loyalty and live our “One Crew” value by cooperating and work effectively with all operational Crewmembers and Avelo leadership.
  - Treat each customer as a unique person with kindness and respect.
  - Contribute to Avelo’s on board service, sales, and revenue generating initiatives
  - Serve as a customer service, marketing and public relations ambassador.

### **Executive Assistant to President/Office Manager**

D RICHARDS INTERIORS - El Segundo, CA

February 2012 to November 2020

Support the President of the company with organization, prioritization, every-day tasks, travel arrangements and sometimes personal tasks:

- Maintain calendar and/or daily schedules
- Draft letters, emails, reports and other correspondence as required; Coordinate and implement special projects; maintain confidential files; attend staff meetings.
- Prepare materials/presentations/reports before business trips and meetings
- Coordinate meetings both internally and externally
- Assist with Recruiting, New Hire Onboarding and Training set-up
- Serve on committees as required
- May communicate with outside customers and vendors
- Perform other related duties as required

### **Receptionist/Front Desk**

MANHATTAN BEACH SCHOOL DISTRICT - Manhattan Beach, CA  
September 2002 to June 2009

- Perform various clerical duties as assigned
- Greet and Assist visitors
- Distribute incoming communications/faxes to staff

### **Assistant Band Director/Color Guard Coach**

CENTINELA VALLEY SCHOOL DISTRICT - Lawndale, CA  
July 1995 to June 2009

Assistant to band director teaching Music Theory, Marching Fundamentals, Concerts and Parades.

- Design of costumes, uniforms, show flags, parade flags.
- Design Concept of field show and Winterguard.
- Serving as contact person for scheduling meetings for Staff, Parents and Students

### **Assistant Band Director/Guard Choreographer & Visual Designer**

LAWNDALE SCHOOL DISTRICT - Lawndale, CA  
September 2005 to 2009

Assistant to band director teaching Music Theory, Marching Fundamentals,

Musical Concerts and Parades:

- Serving as lead instructor/choreographer for the Will Rogers MS School Marching Band Color Guard unit
- Serving as contact person

## Education

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### **Associate in Interior Decorator**

Pasadena City College - Pasadena, CA  
2009 to 2012

### **Associate in Education**

El Camino College - Torrance, CA  
1993 to 1995

## Skills

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- project management

- microsoft office
- event planning
- Marketing
- MS Office
- Scheduling
- Administrative Assistant
- PowerPoint
- Office Management
- Receptionist
- Word
- Microsoft Word
- Organizational Skills
- Visual Design
- Personal Assistant Experience
- Aviation (1 year)
- outlook
- Flight Attendant (1 year)
- Customer service (10+ years)

## Languages

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- Spanish - Expert

## Certifications and Licenses

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### **ServSafe Food Handler**

## Additional Information

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Hello:

I'm an Executive Assistant to CEO/C-Level with an abundance of unique and valuable skills that would be very beneficial to your firm and or company. I am sharp and enthusiastic, organized and detail-oriented. I offer you the advantage of many years expertise as an executive assistant. Of particular interest to you, I have excellent grammar and also speak and write both English/Spanish and knowledgeable with computers and programs.

I look forward to meeting with you to better appreciate your goals and vision to your company, and know how my skills will help and assist you to achieve them.