

CRISTINA A VIVAS

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## **PROFESSIONAL SUMMARY**

HIGHLY ORGANIZED AND RESULTS-DRIVEN PROFESSIONAL WITH OVER 20 YEARS OF EXPERIENCE IN ADMINISTRATION, CALENDAR MANAGEMENT, AND TEAM OVERSIGHT. RECOGNIZED FOR EXCEPTIONAL ABILITY TO MANAGE COMPETING PRIORITIES, STREAMLINE OPERATIONS, AND PROVIDE POLISHED, PROFESSIONAL SUPPORT TO EXECUTIVES. ADEPT AT MANAGING COMPLEX SCHEDULES, COORDINATING TRAVEL LOGISTICS, AND MAINTAINING DISCRETION IN HIGH-PRESSURE ENVIRONMENTS. HOLDS A BA IN COMMUNICATIONS AND BRINGS A CREATIVE EDGE WITH ADDITIONAL LICENSURE IN HEALTH INSURANCE AND COSMETOLOGY.

## **PROFESSIONAL EXPERIENCE**

### **SALES MANAGER**

HEALTH INSURANCE AGENCY | MIAMI, FL

PROMOTION FROM ADMINISTRATIVE ASSISTANT

DATES OF EMPLOYMENT (10/2020 – CURRENT)

MANAGE A DYNAMIC TEAM, DRIVING SALES PERFORMANCE AND MAINTAINING OPERATIONAL EXCELLENCE. OVERSEE DAILY SCHEDULING, TEAM WORKFLOWS, AND COMMUNICATION WITH INTERNAL AND EXTERNAL STAKEHOLDERS. COORDINATE EXECUTIVE TRAVEL, ARRANGE MEETINGS, AND MANAGE COMPETING PRIORITIES WITH PRECISION. SERVE AS A KEY LIAISON FOR HIGH-LEVEL DECISION-MAKING AND TIME-SENSITIVE DELIVERABLES. PROVIDE HOSPITALITY SUPPORT, ORDER MEALS, AND PREPARE MEETING ROOMS TO ENSURE SEAMLESS OPERATIONS.

## **ADDITIONAL ADMINISTRATIVE ROLES**

VARIOUS ORGANIZATIONS | SOUTH FLORIDA

20+ YEARS OF PROGRESSIVE ADMINISTRATIVE EXPERIENCE

## **EDUCATION**

BACHELOR OF ARTS IN COMMUNICATIONS

FLORIDA INTERNATIONAL UNIVERSITY | 2024

## **COMPENSATION REQUIREMENTS**

\$65,000 ANNUALLY