

# Victoria Valladares

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## EDUCATION

*Florida International University* | Miami, FL

*Chaplin School of Hospitality and Tourism Management*

**Bachelor of Science in Hospitality and Tourism Management** | GPA: 3.9

*Expected Graduation: Spring 2024*

## WORK EXPERIENCE

**Tropics Entertainment** | Miami, FL

**Seasonal Event coordinator** |

January 2023 – Present

- Liaise with engaged couples to understand their musical preferences, wedding vision, and specific requirements
- Collaborate with wedding planners, venues, and vendors to ensure seamless execution of events
- Worked closely with the band members to ensure they have all necessary information and requirements for each event
- Coordinate logistics, including scheduling band performances, organizing sound equipment, and ensuring proper setup
- Provide on-site support during weddings, coordinating the band's arrival, setup, performance times, and other needs
- Coordinate and manage all aspects of wedding performances and other events for 10 professional bands
- Handle any last-minute changes or issues that arose during the events, ensuring smooth transitions and client satisfaction

**Carnival Cruise Line** | Miami, FL

**Trade Marketing and Sales Communications Events Intern** |

May 2023 – August 2023

- Collaborate with the marketing team to create promotional materials, including brochures, flyers, and digital content, to support trade marketing initiatives
- Assist in organizing and attending trade shows, conferences, and sales events to promote Carnival Cruise Line's offerings to travel agents and industry professionals
- Manage event logistics, such as venue selection, vendor coordination, travel arrangements, and budget tracking
- Assist in tracking and analyzing trade marketing and sales data, providing insights for campaign optimization and strategic decision-making
- Assist in planning, organizing, and executing exclusive events and programs specifically designed for travel agents, including ship tours and recognition ceremonies
- Collaborate with different departments to develop an efficient online ordering system on GoCCL, specifically designed for travel agents to purchase promotional item based on their specific needs and target markets

**Formula 1 Miami Grand Prix** | Miami, FL

**Corporate Partnerships Intern** |

January 2023 – May 2023

- Assisted the Corporate Partnerships team in developing and maintaining relationships with sponsors and partners
- Conducted research on potential partners, identifying their business objectives and aligning them with F1 Miami's goals
- Collaborated with cross-functional teams to activate and execute partnership deliverables, including branding, hospitality, and activation opportunities
- Assisted in managing partner relationships, addressing inquiries, and providing excellent customer service
- Assisted in planning and execution of partner activations, ensuring smooth operations and a high-quality experience

**Virginia Tech / Accounts Payable Controller's Office** | Blacksburg, VA

**Wage Student** |

August 2021 – May 2022

- Processed efficiently over 100 vendor invoices per day and maintained up-to-date system
- Coordinated approval processes of all invoices by researching and resolving payment problems
- Verified details of transactions, including funds available and total account balances by communicating with different departments through HokieMart comments and emails

**Virginia Tech / Student Engagement and Campus Life** | Blacksburg, VA

**Building Manager** |

August 2021 – May 2022

- Managed, supervised, and facilitated event set up for approximately 30+ events per semester being hosted in the buildings
- Managed the Squires Student Center, Owen center, and Johnston center buildings while training multiple students
- Communicated effectively by providing information to students, faculty, staff, and visitors regarding policies and services
- Responded promptly to emergency situations, such as power outages, flooding, and severe weather, coordinating with relevant stakeholders to ensure the safety and security of building occupants
- Served as a public relations agent to welcome and assist all building guests by addressing issues and concerns

## SKILLS

**Languages:** English and Spanish (fluent), Italian and ASL (beginner)

**Computer:** Canva, Google Platforms, QuickBooks, Final Cut Pro, Adobe Premiere, Microsoft Office, 7-point, EMS, Qualtrics

## EXTRACURRICULARS

**Back of House** | Member | Florida International University | August 2022 - Present

**National Society of Minorities in Hospitality** | Member | Florida International University | August 2022 – Present