

# PAYTON LUNA PITRE

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Organized and dependable candidates Successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Possesses versatile skills in project management, problem solving and collaboration. Brings fresh perspective and strong commitment to quality and success. Recognized for other adaptability and proactive approach in delivering effective solutions.

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# EXPERIENCE

## BABYSITTER

Childcare | Houston, TX

JULY2024 – PRESENT

- Maintained a clean and organized environment to ensure the well-being of children under care.
- Planned fun outings and educational activities to keep children entertained.
- Prepared healthy, age-appropriate snacks and meals.
- Assisted with meal preparation. Light housekeeping and laundry to support family with additional chores.
- Develop strong relationships with families, establishing trusts and report to provide quality childcare services tailored to individual family requirements.

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## EVENT COORDINATOR AND EXECUTIVE LIAISON

Todo Con Luna| Houston, TX

DECEMBER2023-MAY2024

- The main connection between the CEO and our clients, keeping communication clear and professional to build strong relationships
- Handled crisis management situations promptly, minimizing negative impact on event outcomes and client satisfaction.
- Adapted quickly when faced with unexpected challenges or changes in plans, maintaining composure while finding effective solutions.
- Managed event logistics and operations- Coordinated schedules and timelines for events.
- Using specialized software, I helped keep data accurate and easy to access, which helped improve both our internal workflows and customer service
- Established positive relationships with clients, ensuring their needs were met throughout the event planning process.

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# EDUCATION

## RIDGE POINT HIGH SCHOOL

Missouri City, TX

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# SKILLS

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- Project management.
  - Guest Relations.
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- Time management.
  - Interpersonal Communication.
  - Scheduling.
  - Strong work Ethic.
  - Problem solving.
  - Influencing skills.
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