

**Miriam Atehortua**

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**Career Snapshot**

- Over twenty years of commended performance in operation administration, coordination, event planner, program/project coordinator, and other supporting roles.
- Client service and client communication, problem solving, relationship building, and policy & procedure training.
- Data-analysis of project control and profit planning reports.
- Tracking project and overhead expenditures.
- Monitored financial statues of projects and provided financial analysis.
- Preparing preliminary budget and manpower reports.
- Preparation of Grand Openings for completed projects.
- Contract and sub-contract administration.
- Training and mentoring Administrative Assistants.
- Assisting in the preparation of marketing brochures and preparation of project write-ups for proposals upon request.
- Volunteer as an Operations Chair for Making Strides Against Breast Cancer Orlando event.
- Designed & coordinated promotional products for business development.
- Maintenance of technical/digital files.

**Computer Skills**

MS Word, Excel, PowerPoint, Access, and Outlook. Vision, Oracle and Advantage programs. IBM SPSS Statistic program and Specs Intact.

**Mission Statement**

Continually striving to exceed employer expectations and building long-term business relationships.

**REFERENCE AVAILABLE UPON REQUEST**

**Operations Coordinator/Service Engagement**

*Offering multifaceted professional with experience in a wide variety of business environments. Comfortable working in a fast-paced environment and competent at multitasking.*

**Key Skills**

- Coordinate MWBE reports with consultant partners.
- Prepare of organizational charts and visual aids for meetings and presentations.
- Review and process invoices for Accounts Payable.
- Prepare logistics of client functions and departmental events.
- Monitor, review and prepare financial data.
- Organize attendance and client events at local, regional and national conferences.

**Professional Experience**

City of Orlando, Orlando FL	Project Specialist/Coordinator 2014
Cost Management, Inc. Orlando, FL	Meeting Liaison/Project Assistant 2012-2014
Atkins NA – Orlando, FL	Sr. Asst./Conference Planner 2000 - 2012

**Current and latest job performances**

Presently employed with the City of Orlando as a Project Specialist/Coordinator in the BLUEPRINT Office. Assist the BLUEPRINT Special Project Manager in the successful implementation and accomplishment of the City of Orlando's Local Economic Plan (BLUEPRINT Program) for the Orlando Project Venues. Support the BLUEPRINT Special Project Manager with coordination of community forums to advice the local businesses of opportunities for MWBE participation in all venue projects, and develop potential coalitions of agencies and faith-based organization for involvement in accomplishment of workforce development goals. Plan logistics of all community meetings, including special events for the BLUEPRINT office. Coordinate monthly and quarterly reports to the Mayor's Citizen Oversight Committee (MCOC) and City as requested. Prepare and submit BLUEPRINT project budgets as requested, and monitor, analyze, and interpret various statistical data reports, including compliance information and project performance with regards to payment of prevailing wages and workforce utilization. Serve as the Administrator Coordinator to BLUEPRINT Special Project Manager. Previously acted as the Project and Meeting Coordinator at Cost Management, Inc. (CMI), working on the Dr. Phillips Center for Performing Arts (DPC) project as part of the Client Representative Team (ORT). Duties included programming of numerous meetings with various Nonprofit and Private-Public committees, including composing agendas, preparing PowerPoint presentations, recording, composing, and distributing minutes for all meetings. Coordinated several in-house events with the DPC and ORT staff, processed procurement and RFP documentation. As part of the project team, interfaced with team personnel, including clients, to identify and resolve project schedule and financial issues. Formerly, worked with Atkins NA, within the Aviation National group. Involved with the editing and formatting of technical and construction specifications for the Engineering and Planning groups. Updated client information in the company's marketing system. Researched and tracked Aviation Capital Improvement Plans (CIPs) for strategic planning. Supported DMs and PMs with project initiation, ongoing support and project close-out, including identifying potentially adverse trends based on review of project financial data.

**Education**

UNIVERSITY OF CENTRAL FLORIDA – Orlando, FL  
Dual Master's Degree: Public Administration and Non-Profit Management 2016  
UNIVERSITY OF CENTRAL FLORIDA – Orlando, FL  
Bachelor of Arts Degree College of Science - Int'l & Global Studies 2012  
Bachelor of Arts Degree College of Arts & Humanities - Latin American Studies 2011