

SHELSEY LEYVA

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To secure a challenging and stimulating position in the field of aviation, in which I can utilize my technical and analytical related skills while progressing in my career. Extensive experience in setting requiring organization and aviation industry partnerships.

EXPERIENCE

JULY 2022 - Current

Office Manager | Miami Dade County Public Schools | Miami, FL

- Conducted comprehensive customer care trainings for all student services staff across multiple cost centers.
- Negotiated and finalized agreements with local partners and postsecondary career and technical education campuses.
- Effectively managed the Assistant Superintendent's schedule.
- Orchestrated meeting logistics, including agenda preparation, collation of supporting documents, selection of venues, and coordination of meals.
- Efficiently processed payroll for both Full-Time and Part-Time employees.
- Developed and revised school policies, guidelines, and procedures.
- Coordinated various events, such as the Technical College Career Expo, Administrator Meetings, and Committee Meetings.
- Facilitated the establishment of affiliating agreements and contracts between industry partners and the Office of Postsecondary Career and Technical Education at Miami Dade County Public Schools

JUNE 2018 – Current

Principal's Secretary | George T. Baker Aviation Technical College | Miami, FL

- Conducted comprehensive onboarding sessions for new hires, ensuring their understanding of school policies, procedures, and compliance guidelines.
- Maintained accurate students and financial records.
- Managed various social media accounts, including Twitter, Facebook, Instagram and LinkedIn.
- Assumed the role of presenter and coordinator for multiple events, such as, Professional Development, Aviation Fair, Faculty Meetings, Graduation Ceremony, and Recruitments.
- Functioned as an educational support employee during EESAC meetings.
- Successfully executed purchase orders, travel requests, and budget reports through SAP.
- Provided training to employees on purchase ordering and internal budget management.
- Delivered customer care trainings to student services staff.
- Facilitated the preparation of documents for FAA site visits, including student completion rates and teacher certifications.

September 2016 – February 2018

Manager | McDonald's | Miami, FL

- Oversaw daily restaurant operations, ensuring adherence to brand standards and maintaining high levels of customer satisfaction.
- Implemented efficient scheduling practices to optimize labor costs.
- Monitored inventory levels, conducted regular audits, and managed food and supplies ordering to minimize waste and control expenses.
- Resolved customer complaints and inquiries promptly and professionally, ensuring retention.

EDUCATION

April 2024

Powerplant Mechanics Certification | George T. Baker Aviation Technical College

December 2023

Associate in science, Aviation Administration | Miami Dade College

June 2018

High School Diploma | Miami Coral Park Senior High School

April 2016

Electronics Systems Associate – Level 2 | George T. Baker Aviation Technical College

SKILLS

- Social Media Marketing Strategies
- Budget Management
- Recordkeeping
- Management and Customer Service
- Fluent in Spanish
- (MDCPS) Clerical Examination: Applicable for all positions, including CEP.