



# AYANA OQUENDO

*ADMINISTRATIVE PROFESSIONAL*

**YOUR ORGANIZED, RELIABLE RIGHT HAND**  
*WITH A CREATIVE EYE FOR DETAIL*

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 **CONNECT ON LINKEDIN**



# WHO I AM & WHAT I BRING

**I'm a highly organized and resourceful administrative professional** with 3+ years of experience supporting business operations, scheduling, and team coordination. I thrive in fast paced environments where attention to detail and structure matter most.

## **Here's what sets me apart:**

- 3+ years of administrative experience
- Strong customer service background 10+ years
- Exceptional at multitasking and anticipating team needs
- Highly skilled in planning and organizing logistics

Outside of work, I run a small balloon decor business and love planning group travel experiences. These projects allow me to showcase my creativity, research skills, and love for details, all skills that directly transfer into administrative and client facing roles.

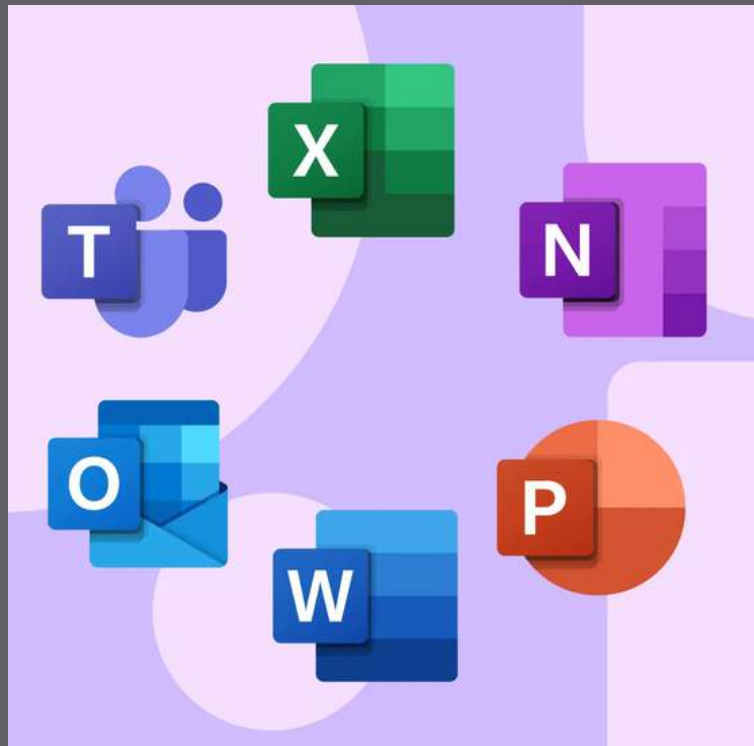
Whether managing operations, supporting a team, or coordinating events, I bring professionalism, creativity, and structure to everything I do.





# SKILLS & STRENGTHS

## MICROSOFT OFFICE



*Experienced in using Microsoft Office tools to create polished documents, manage emails, calendars, and organize data efficiently.*

## CUSTOMER SERVICE



*Dedicated to delivering helpful, positive service while solving problems quickly and professionally.*

## ORGANIZATIONAL SKILLS



*Possesses the ability to manage time, tasks, and resources effectively helping teams stay focused and hit goals.*

## CALENDAR MANAGEMENT



*Skilled in organizing and managing schedules to maximize time effectively and meet deadlines.*



# EXPERIENCE

MAR 2020 - JAN 2022

## NORTHFIELD BANK UNIVERSAL BANKER

- Processed customer financial transactions with accuracy and efficiency
- Provided problem solving support and built trust through excellent service

MAR 2022 - PRESENT

## GLAMOUR NAILS FRONT DESK RECEPTIONIST

- Manage and coordinate high volume appointment schedule.
- Oversee daily operations to ensure a clean, organized space
- Maintain accurate client records and support team scheduling needs

NOV 2023 - PRESENT

## A. ALLURING AFFAIRS CO FOUNDER

- Plan and execute events for 50+ guests from concept to completion
- Handle administrative tasks including budgets and vendor coordination
- Lead research and communication with vendors and service providers



# Flight Info:

**JFK → DPS**  
Date: Wednesday September 27th  
Departure Time: 8:05pm  
Arrival Time: 8:40 am Friday September 29th  
\*\*\*\*\* Layover in Doha for 2 hours\*\*\*\*\*

**DPS → JFK**  
Date: Friday October 6th  
Departure Time: 7:05pm  
Arrival Time: 3:20pm (Saturday)  
\*\*\*\*\* Layover in Doha for 8 hours\*\*\*\*\*

**Lanna's returning flight DPS → JFK**  
Date: Friday October 6th  
Departure Time: 7:40pm  
Arrival Time: 8:50am Saturday  
\*\*\*\*\* Layover in Dubai for 2 hours\*\*\*\*\*



# PROJECT

## 01 GROUP TRIP TO BALI

This Bali trip is a great example of how I combine organization, creativity, and clear communication to plan seamless group experiences. I created a detailed itinerary that included flight logistics, accommodations, scheduled activities, and a transparent budget breakdown ensuring everyone felt confident and prepared before departure. From the initial research to securing bookings and managing group payments, I handled all logistics with care. Every detail was thoughtfully planned to create a stress-free, enjoyable experience for everyone.

# The Budget:

Here you'll be able to find the estimated breakdown of pricing for the trip along with due dates for things that can be paid for in-advance.

- **Accommodations:** \$215 remaining balance **PAID**
- **Waterfall Tour:** \$65 PP **PAID**
- **Fins Beach Club:**\$93PP(Includes \$63 food/drink tab & 1 party bucket & party popsicles) **PAID**
- **Creyta Pool Club:** \$60PP (includes entry & a day bed)
- **Private Dinner:** \$40 PP (cash)
- **Decor:** \$60 PP (cash)
- **Catered Breakfast:** \$10PP (cash)
- **Bali Swing:** \$40PP (includes transportation) +\$13 if you want photographer
- **Sundays Beach Club:**\$44PP (includes daybed \$ food & drink tab )
- **Kecak Sunset Dance:** \$12PP (includes entrance into Uluwatu temple & dance show) (cash)
- **Floating Breakfast:** \$30pp (cash)
- **Tonic Spa:** \$35pp (cash)

Estimated total:  
(excluding accommodations and things paid in advance)

\$336

• \*\*\*\* Extras to think about food not mentioned, cabs, liquor for air bnb\*\*\*





# PROJECT

## 02 BIRTHDAY PARTY

This 30th birthday celebration shows how I manage event planning start to finish from budgeting, vendor coordination, and creative direction. Every detail, from table settings to balloon colors, was intentionally selected to match the clients vision. Throughout the process, I worked closely with vendors and a small team to bring everything together.



## BUDGET BREAKDOWN

<b>Venue: \$2700</b> <i>Venues on the terrace Staten Island NY</i> 718-419-6642 <b>Included in Price:</b> <ul style="list-style-type: none"><li>• 2 Food servers</li><li>• 1 Bartender</li><li>• DJ</li><li>• Photobooth</li><li>• Photographer</li><li>• Tabel linens</li><li>• Valet Parking</li></ul>	<b>Decor: \$1100</b> <i>Links provided on next slide</i>  <b>Cake: \$350</b> <i>Alfonso's Bakery 718-273-8802</i>  <b>Alcohol: \$500/Drinks</b>
<b>Food: \$1370 \$ 500</b> <i>Deposit paid balance due at pick up on 9/28</i> <u>Taste of heaven BK</u>	

## SHOPPING LIST:

<b><u>Table Decor \$800</u></b> <ul style="list-style-type: none"><li>• <u>Napkins</u> \$70</li><li>• <u>Table Runners</u> \$48</li><li>• <u>Charger Plates</u> \$90</li><li>• <u>7.25 inch Vases</u> \$45</li><li>• <u>6 inch Vases</u> \$45</li><li>• <u>Candles for 6 inch vases</u> \$73</li><li>• <u>Candles for 7 inch vases</u> \$73</li><li>*** Need 12 more 3 by 6 candles***</li><li>• <u>Flower vases</u> \$85</li><li>• <u>Plates, utensils &amp; cups</u> \$90</li><li>• <u>Roses</u> \$145</li></ul>	<b><u>Balloon Decor: \$240</u></b> <ul style="list-style-type: none"><li>• <u>5 inch emerald balloons</u> \$7</li><li>• <u>11 inch emerald balloons</u> \$34</li><li>• <u>16 inch emerald balloons</u> \$20</li><li>• <u>5 inch black balloons</u> \$7</li><li>• <u>11 inch black ballons</u> \$17</li><li>• <u>16 inch black balloons</u> \$17</li><li>• <u>5 inch gold balloons</u> \$10</li><li>• <u>11 inch gold balloons</u> \$23</li><li>• <u>18 inch gold balloons</u> \$27</li><li>• <u>5 inch black stuffing balloons</u> \$7</li><li>• <u>11 inch black stuffing balloons</u> \$7</li><li>• <u>16 inch black stuffing balloons</u> \$13</li><li>• <u>Arch covers</u> \$40</li></ul>
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# PROJECT

## 03 GROUP TRIP TO THE AMALFI COAST

This Amalfi Coast trip is still in the planning phase, but it gives a great look into the behind-the-scenes work I put into organizing a group experience. Using microsoft word, I research and structure every detail flights, accommodations, transportation, daily itineraries, and nearby recommendations before transferring everything into a clean, visually appealing presentation. This process highlights my ability to manage logistics.

### Italy \$476PP

1 triple room & 1 double room



### Amalfi Itinerary

#### Friday 5/16: Arrival

- Land at Naples airport 1:40pm  
*(Transportation Global Elite Drivers via booking.com PAID)*
- Check into hotel La Pergola 4:30pm
- Free time

#### Saturday 5/17: Positano

- Vintage Car tour 9:15am (If doing it)
- Beach/Explore  
*(Lido L'Incanto beach club or De Ferdinando beach club recommended)*

#### Sunday 5/18: Capri

- Boat day to Capri 10am

#### Monday 5/19: Amalfi

- Explore Amalfi centre/free day
- Cooking class 3pm

#### Tuesday 5/20: Ravello

- Free Day/Explore Ravello

#### Wednesday 5/21: Departure

- Check out 10:30 am  
*(Transportation Global Elite Drivers via booking.com PAID)*
- Flight to Nice departs at 3:10pm

### All Things Amalfi

#### *Things close to our hotel:*

##### **(Food)**

- Market Marcelino(grocery)15 min walk
- G.A.S Bar 5 min walk
- I due scugnizzi 7 min walk  
500 stairs eek lol

#### *Recommended places in Amalfi centre:*

##### **(Attractions)**

- Silver Moon Beach club \$40PP
- Marina Grande Beach club \$40PP
- Amalfi Cathedral \$3 PP
- Piazza Del Duomo
- Cloister of Paradise
- Museum Civico
- Amalfi Paper Museum
- Heaven Gardens Cooking class \$140

##### **(Food)**

- Lido Azzurro (on water)
- Trattoria da gemma (Nicer)
- Trattoria dei catari (casual)
- Donna Stella Pizzeria (casual)
- Da Maria Trattoria (casual)
- ristorante l'abside (casual)
- Lo Smeraldino (casual/takeaway)
- Al Cancellotto
- Da Ciccio Cielo Mare Terra
- Restaurant al mare (Nicer)

#### *Recommended places in Ravello:*

##### **(Attractions)**

- Piazza Vescovado (Main area)  
start here
- Villa Rufolo 2 min walk \$7-10
- Villa Cimbrone 10-15 min walk \$7-10
- Dumbo Di Ravello 2 min walk Free
- Coral Museum \$5

##### **(Food)**

- Villa Maria 5-10 min walk
- Palazzo Avino 10 -15 min
- Caffè Dell'Arte 5- 7 min walk

- Caffè Calce 5-10 min walk
- La Bella Vista 5-7 min walk
- Ristorante Garden 10 min walk

#### *Recommended places in Positano:*

**(Beach clubs):** Spiaggia Grande main beach picturesque views Fornillo beach right next to less crowded also suppose to have good views

- Arienzo (\$225 PP) SG  
*Includes 3 bottles champagne, 2 course meal*
- La scogliera (\$353 PP) SG  
*Includes 2 bottles champagne, 3 course meal*
- Lido L'Incanto (\$60 PP) SG
- Pupperto beach club (\$60 PP) FB
- De Ferdinando beach club(\$60 PP)

##### **(Food) Positano**

- Da Vincenzo (great reviews via tik tok)
- Terrazza Cele (gorgeous)
- Ristorante Bruno (pretty View)
- Zass (Pretty View)
- Mastros at Villa TreVile (gorgeous get picked up by boat)
- Ristorante L'Ancora (Pretty View)
- Don Giovanni (Pretty View)
- Il Tridente (Pretty View)
- Il Capitano (Pretty View)
- La pergola (casual)
- Il Ritrovo Casual)
- Saraceno d'oro (Casua)

- **(Night Life)** Apparently only nightlife
- Music on the rocks

#### *Transportation:*

- Bus to amalfi centre 12 min approx 1.5 euro right outside of our hotel
- Walk to amalfi centre approx 25-30 min
- Input Bus Schedules (can take us to different towns)

Thank you for taking the time to view my porfolifo. Im excited to bring my organization, attention to detail and proactive mindset to a new team.

# LET'S CONNECT!

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