

Cindy Garcia-Espinoza

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Education

Baruch College/CUNY, Zicklin School of Business, New York, NY Expected June 2025
Bachelor of Business Administration in Marketing Management, Minor in Psychology.

LaGuardia CC/CUNY, Long Island City, NY March 2020-December 2021
Associate Degree in Psychology

Experience

Paraprofessional, *William Cullen Bryant High School*, Astoria, NY. November 2021- Present

- Support teachers with special needs and bilingual students by providing one-on-one instruction as outlined by the classroom teacher.
- Assist special needs students in achieving greater independence and fostered positive relationships between them, their teachers, and peers, contributing to a more inclusive and supportive educational environment.
- Collect data to document student behavior for instructional purposes.

Ministry Assistant, *Queens Church*, Woodside, NY August 2020- April 2021

- Provide comprehensive support to staff members, ensuring seamless office operations.
- Schedule activities and efficiently maintained the office calendar.
- Provide comprehensive logistical support for events, ensuring successful execution.
- Lead end-to-end event planning and design process, aligning events with community needs and budgetary requirements.
- Facilitate effective communication and collaboration between staff and area leaders, ensuring a cohesive and productive work environment.

Other Experience

Event Designer, *Soul Event Designs Inc*, Astoria, NY. February 2023- Present

- Design and create captivating balloon and faux floral installations for diverse events, such as weddings, birthday parties and corporate gatherings.
- Work closely with clients, understanding their unique event requirements, and customize designs to align with realistic budget constraints.
- Effectively utilized communication channels, including social media and email, to generate new client's inquiries.
- Oversee the event team, ensuring exceptional performance.

Language and Technical Skills

Technical: *Proficient in Microsoft Office Suit (Excel, Word, Power Point, Outlook), Google Workspace (Docs, Sheets, Forms, Calendar), Adobe (Illustrator).*

Language: *Spanish (native), English (fluent).*