

Maria de Jesus Flores, Administrative Specialist
Community Connections, LLC



Maria Flores is a professional with a decade of expertise in project management, excelling in various aspects, including project planning, scheduling, and seamless task coordination. Her meticulous attention to detail is evident in every project she undertakes. Employing a collaborative approach, she engages with all stakeholders to ensure the timely achievement of project goals. Fluent in both English and Spanish, she brings a comprehensive skill set to the table, emphasizing a detailed-oriented approach and a strong commitment to customer service. Maria thrives in fast-paced environments. Having collaborated successfully with high-end designers and has dedicated over 10 years to a marketing company. She has provided services to distinguished clients, including but

not limited to Los Angeles Times en Español, Ketel One, Nestle, Shops of Montebello, Festival of Books, #WeAllGrow, LatinaFest, and more.

Beyond her professional pursuits, she is a passionate advocate for youth entrepreneurs. Actively volunteering her time, she nurtures startup initiatives for the Chito Foundation and PARRIVA, a community platform amplifying Latino voices, where she plays a crucial role in day-to-day operations, showcasing her commitment to the community.

EDUCATION/PROFESSIONAL REGISTRATION

California State University Long Beach
B.S. Construction Engineering Management, in progress
eCornell University

Certificate in Women's Entrepreneurship
National Latina Business Women Association, 2023 Business Management Academy
Rio Hondo Community College Technical Education
OSHA Safety & Health Certified— License #32-600919558
Forklift Operator Certified

NELMmarketing Inc. • Alhambra, CA • Operations Management

Collaborating closely with the CEO and actively engaging in formulating and implementing strategic business plans, including the development of outreach programs targeting the Hispanic community. Manages the coordination of weekly responsibilities for staff, overseeing the planning of meetings and conference calls to optimize team efficiency. As part of operational oversight, she leads monthly financial meetings and facilitates business strategy sessions to ensure a steady influx of business opportunities.

Pretty lil Things Floral & Event Studio • Long Beach, CA • Project Management

As a project manager, she oversaw and enhanced the structure of creative projects, ensuring the successful coordination of ongoing projects, fostering effective communication among team members, and ensuring the correct utilization of resources. Beyond project management, responsibilities extended to the overall smooth functioning of the business.

Chito Foundation • Los Angeles, CA • Director of Administration

Specializes in relationship building, fostering meaningful connections within the community, and advocating for shared goals. With a keen eye for crisis management, she navigates through challenges, ensuring the smooth operation of programs. She is passionate about entrepreneurship development, driving initiatives that empower individuals within the community. Community outreach allows her to

engage with diverse stakeholders and cultivate lasting partnerships. Additionally, her skills in marketing and event planning contribute to the successful execution of impactful events that further the mission.

PARRIVA • Los Angeles, CA • Administration Support

With a focus on administrative assistance, she contributed to the efficiency of various procedures. Her analytical skills come into play to assess and improve operational workflows, optimizing efficiency and productivity. Beyond administrative tasks, she actively engages in community development and outreach efforts, connecting with diverse stakeholders to enhance the platform's impact. This multifaceted role allows her to combine administrative proficiency with a passion for community-building, contributing to the platform's success and its mission to empower and uplift the Latinx community.