

VENUE MANAGER

Valerie Piñon

EDUCATION

UNIVERSITY OF MIAMI, CORAL GABLES, FL – JANUARY 2025-PRESENT
Doctoral degree in Learning Science

FLORIDA INTERNATIONAL UNIVERSITY, MIAMI, FL –
AUGUST 2022-JULY 2023
Masters degree in Hospitality Management, Graduate and Corporate Scholar
AUGUST 2020-APRIL 2022
Bachelors degree in Criminal Justice, Magna Cum Laude

MIAMI-DADE COLLEGE, MIAMI, FL – AUGUST 2017-AUGUST 2019
Associate of Arts degree, American Dream Scholar

ST. BRENDAN HIGH SCHOOL, MIAMI, FL – AUGUST 2013-MAY 2017
High school diploma, Law & Global Business Academy

EXPERIENCE

VENUE MANAGER, CITY OF CORAL GABLES D.B.A. CORAL GABLES GOLF & COUNTRY CLUB; CORAL GABLES, FL – AUGUST 2022-PRESENT
As the full-time Parks and Recreation venue manager, I am responsible for planning, organizing, and coordinating various recreational activities and programs for the community, which includes managing facilities, budgeting, promoting, and evaluating programs. My role involves building relationships within the community to address their concerns and needs. Notably, under my management, the venue received the prestigious silver Miami-Dade Favorites award in 2024 and the bronze award in 2023 from the Miami Herald, recognizing it as the best wedding venue.

CHEF ADRIANNE'S MAXIMUM FLAVOR HOSPITALITY; MIAMI, FL – MAY 2022-AUGUST 2022
As a temporary full-time event coordinator, I was responsible for executing a diverse range of events, including social, corporate, and pharmaceutical gatherings. My key duties encompassed budgeting, vendor selection, and timeline creation, while also managing post-event evaluations and debriefs to identify areas for improvement. I maintained effective communication with clients to understand their needs and preferences, ensuring that their expectations were met throughout the planning and execution process.

CATERING ASSISTANT, LIBERTY ENTERTAINMENT GROUP D.B.A. CORAL GABLES GOLF & COUNTRY CLUB; CORAL GABLES, FL – JULY 2021-APRIL 2022
As a full-time catering assistant, I played a vital role in ensuring the smooth operation of the catering service. My responsibilities included preparing floor plans for tables and chairs, negotiating and arranging food and beverage minimums for service, assisting with the loading and unloading of vendors, and overseeing catering equipment and work areas. Through these tasks, I contributed to the efficiency and effectiveness of the catering operation, ensuring that events ran seamlessly.

THE HOME DEPOT; MIAMI, FL – NOVEMBER 2020-JULY 2021
As a part-time dynamic human resources and sales assistant, I managed daily HR functions, including recruitment and onboarding, while also providing sales and customer service support in a retail environment. My sales responsibilities involved creating visually appealing merchandise displays, maintaining inventory levels, and collaborating with leadership to analyze sales data and develop strategies aimed at increasing sales. This multifaceted role allowed me to contribute to both the HR and sales aspects of the business effectively.

REGAL ENTERTAINMENT GROUP; MIAMI, FL – NOVEMBER 2017-MARCH 2020
As a full-time manager responsible for the daily operations of the theatre, I focused on developing and implementing sales and marketing strategies to boost ticket and concession sales while ensuring financial goals were met through effective budgeting. My role included implementing safety procedures for both customers and staff, as well as managing special events such as movie premieres and private screenings. This involved coordinating with vendors, leading staffing levels, and prioritizing customer satisfaction to create memorable experiences for our audience.

CERTIFICATIONS

CERTIFIED CARDIOPULMONARY RESUSCITATION, ELLIS & ASSOCIATES – MAY 2024

VANGUARD AQUATICS LEADERSHIP, ELLIS & ASSOCIATES – MAY 2024

EVENT LAW, LOVEGEVITY UNIVERSITY – JANUARY 2024

WEDDING AND EVENT PLANNER, FIU ONLINE/LOVEGEVITY UNIVERSITY – OCTOBER 2023

FLORIDA NOTARY PUBLIC, NATIONAL NOTARY ASSOCIATION – OCTOBER 2023

SPECIAL EVENTS CONTINGENCY PLANNING FOR PUBLIC SAFETY AGENCIES, FEMA – APRIL 2023

CERTIFIED EMERGENCY MANAGER (CEM), FEMA – MARCH 2023

INCIDENT COMMAND SYSTEM (ICS), FEMA – MARCH 2023

LANGUAGES

ENGLISH AND SPANISH

AWARDS

SHOUTOUT MIAMI

