

Jennifer Reyes

Business Administration Professional · Administrative Operations & Hospitality

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ABOUT ME

Business Administration graduate with a 3.5 GPA and over six years of professional experience spanning international administrative operations, hospitality management, and client-facing service roles. Bilingual in English and Spanish with a disciplined approach to cross-functional execution and stakeholder communication.

WHERE I AM TODAY

D Barrymore

Sept 2022 – Present

Operations & Facilities

What I Do

Managing daily operations and facility maintenance for a high-traffic commercial retail space, ensuring every system runs seamlessly so the team can focus on delivering a great customer experience.

Inventory & Supply Chain

Overseeing inventory management and restocking protocols for all bathroom and cleaning supplies, maintaining continuous availability and never letting the basics slip.

Quality & Compliance

Coordinating sanitation schedules and quality control checks aligned with health and safety standards — consistency and standards are non-negotiable.

MY JOURNEY SO FAR

Cedar Local

May 2023 – Sept 2023

Hospitality & Guest Services

- Delivered high-volume guest service in a fast-paced dining environment with consistently positive feedback
- Maintained strict compliance with safety and sanitation protocols across all service areas
- Collaborated with management and safety supervisors to uphold workplace standards

Tecolote Sport Bar

May 2020 – July 2022

Bartender & Service Lead

- Curated beverage programs and made recommendations that drove per-transaction revenue and guest satisfaction
- Trained and mentored junior staff on responsible alcohol service, intervention protocols, and hygiene standards
- Ensured full compliance with New York state alcohol service regulations throughout all shifts

Colombian Federation of Table Tennis

March 2010 – Dec 2014

Administrative Assistant

- Managed financial transactions, reconciliations, and reporting for a national sports federation
- Coordinated legal documentation and travel logistics for athletes and staff at international championships
- Served as primary administrative liaison between the federation and Colombian Olympic Committee

SKILLS

Administration <ul style="list-style-type: none">• Inventory Management• Financial Reporting• Scheduling & Planning• Data-Informed Decisions	Operations <ul style="list-style-type: none">• Facility Maintenance• Supply Chain & Restocking• Quality Control• Sanitation & Safety	Guest Relations <ul style="list-style-type: none">• Hospitality & Service• Beverage Program Design• Team Leadership & Training• Bilingual EN/ES
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EDUCATION

San Alfonso University — Bogotá, Colombia

Bachelor of Arts, Business Administration

Graduated May 2017 · GPA: 3.5 / 4.0