

SYLVIA GUZMAN

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Previously held positions:

Activities/Events Director – Hilltop Lakes Property Owners Association

Responsibilities: Prepare monthly budget and operating report of banquet rooms, event revenue and rentals income for submission to POA Board of Directors. Update and maintain POA website and calendar of events and social media communications. Produce and update daily, weekly, monthly calendars. Develop and implement marketing strategies to promote Hilltop Lakes POA. Plan and oversee implementation of four community wide annual holiday events, numerous daily, weekly and monthly recurring recreational, social, entertainment and numerous clubs and organizations events. Facility rentals for events as well to include family reunions, weddings, birthdays, etc. Ensure proper advertising, staff, volunteers and setup for all functions, events, and facility rentals. Maintain complete/accurate records for each event. Serve as staff liaison and maintain meeting minutes for Activities and numerous other committees. Negotiate and maintain rental contracts for facilities.

Executive Administrative Assistant: Adult Cardiology/Electrophysiology/Pediatric Cardiology/Cardiothoracic Surgery.

Responsibilities: Startup of a pediatric cardiology practice at Medical City Dallas. Worked with variety of subspecialty Cardiac surgeons, Cardiologists, Electrophysiologists, Pediatricians, Family Practitioners, etc. Event planning for conferences, didactic courses, symposiums and support groups, live stream surgery procedures, schedule coordination to help facilitate the development of a new hospital pediatric cardiac program. Subsequently post this position - segued into different role traveling extensively in assisting in editing/writing medical research and technical papers, creating video and livestream presentations, digital and small to large assorted classic and digital presentations, etc. for medical conferences.

National sales support; Virtual Prototypes, a flight simulation software company.

National sales support; Virgin Interactive Entertainment, a video gaming software company.

IT Support; Interior Resources, office furniture design company

Skilled in:

Graphic Design: Wordpress, DreamWeaver, HTML, Adobe Suite: Photoshop, InDesign, Acrobat, Creative Cloud; also Canva, Movie Maker, assorted Shopping Cart APIs, *Sample web sites:*

<https://hilltoplakes.com>; <http://www.trueremediation.com/>; <https://melshirehoa.com>;
<https://cma.cincwebaxis.com/prestonlakesplano>;

Microsoft Suite: Power Point, Word, Excel, Publisher, Outlook, Outlook Calendar, Nuance Dragon, Microsoft Teams

Google: Calendar, Drive, Maps & Earth

Livestream: Skype, Zoom, GoToMeeting, Facebook, Youtube

Social Media: Twitter, Facebook, Instagram, Tweet Deck, Youtube, numerous Forum software solutions

Interests:

Cooking, hobbyist farmer and beekeeper, reading, travel