

Donald Aviles

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PROFESSIONAL SUMMARY:

A collaborative and success-driven Event Coordinator with extensive experience in the full life cycle of event coordinating including pre-event set up, maintenance, and post event break down. Ambitious individual seeking a position that will allow me to utilize my professional experience and growth mindset to succeed and grow with a high quality organization.

EVENT EXPERIENCE:

Weddings | Birthdays | Bar Mitzvahs | Bat Mitzvahs | Fundraisers | Festivals | Luxury Parties

TOOLS AND PLATFORMS:

Salesforce | Bullhorn | Atlis | Recruiterflow | LinkedIn | Indeed | Zip Recruiter | Monster | Dice | CareerBuilder | ClearanceJobs | Microsoft Office Suite | Google Suite

LANGUAGES:

English | Spanish

EDUCATION, GROUPS, AND CERTIFICATIONS:

B.S. of Arts In Psychology- Bellarmine University | B.S. of Arts in Sports Administration- Bellarmine University | Bellarmine University Men's Soccer | Certified Insurance Consultant License - Life & Health

PROFESSIONAL EXPERIENCE:

Event Coordinator

May 2023- Current

Creative Edge Parties; Miami, FL

- On-site Management: Oversee event setup, coordination of staff and volunteers, troubleshoot issues, and ensure events run smoothly and meet objectives
- On-site support: Guest registration, attendee assistance, troubleshooting
- Event life cycle: Full event life cycle experience from set up, maintenance during event, and post event breakdown
- Communication: Communicate effectively with clients and internal members to ensure all event requirements are met and expectations are exceeded

Executive Recruiter**Oct 2023-Feb 2024****RSC Solutions; Remote**

- Source and attract candidates through various channels such as job boards, social media, and networking events
- Screen resumes and applications to identify qualified candidates for open positions
- Conduct interviews
- Coordinate with hiring managers to understand their needs and priorities for specific roles
- Manage the offer process, including negotiating salary or hourly rate, and onboarding new hires into the organization

Executive Recruiter**Oct 2022-June 2023****HNE; Remote**

- Partnered with recruitment contacts and hiring leaders to accurately understand their hiring needs
- Kept new and existing accounts warm
- Utilized sales and recruitment expertise, provide recommendations and best practices to hiring leaders
- Collaborated with managers to fill contracts, temp to hire, and direct hire positions with clients
- Developed and monitored an effective pipeline of key talent available for immediate hire
- Applied applicant tracking and customer relationship management systems to track and monitor progress and activity

Professional Recruiter**June 2020-Oct 2022****Insight Global; Remote**

- Insight Global is a national staffing and services company that specializes in sourcing information technology, government, accounting, finance, and engineering professionals and delivering service-based solutions to Fortune 1000 clients
- Insight Global completes more than 41,000 placements annually in short-term, long-term, contract-to-hire, and direct placement positions through our network of more than 49 regional offices across the U.S. and Canada.
- The company has been ranked one of the fastest growing staffing firms for the past 11 consecutive years and named the 3rd largest IT staffing firm in America by Staffing Industry Analysts for four consecutive years. We offer unmatched customer service by developing an in-depth understanding of client needs, providing qualified professionals, and tailoring managed services solutions for large projects, which allows clients to focus on expanding their business and achieving their goals.