**Mayra Flores**

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**EDUCATION**

**University of Houston, C.T. Bauer College of Business** **Houston, TX**

*Bachelor of Business Administration in Finance, emphasis in Real Estate* December 2022

* **Cumulative GPA**: 3.55/4.00
* **Relevant Coursework**: Real Estate Investments & Finance, Essentials of Real Estate, Corporate Finance, Investment Management
* **Financed 100% of education expenses through employment**

**PROFESSIONAL EXPERIENCE**

**A’bouzy Houston, TX**

*Server* October 2019 – Present

* Balances working 25+ hours while enrolled in school full-time
* Demonstrates efficiency by averaging 8 or more tables per night

**Vincent Mandola Family Restaurants Houston, TX**

*Shift Lead*  June 2015 – October 2019

* Assumed managers responsibilities in absence of manager
* Lead front of the house staff during periods of high volume
* Resolved customer complaints and promoted long term loyalty

*Cashier Server* February 2013- June 2015

* Mentored 16 team members on POS operations and customer service strategies
* Reconciled cash drawer totaling $300 at start and end of each shift

**Bellagreen Houston, TX**

*Cashier Server* December 2013 – August 2015

* Precisely expedited more than 100 orders per shift, in a fast-paced environment
* Gained proficiency with Aloha and other POS software quickly
* Efficiently operated cash register, and handled cash up to $500 daily

**Jarro Café Houston, TX**

*Restaurant Manager* May 2010 – December 2013

* Managed restaurant transactions and profits, handled up to $500 cash daily
* Coached new hires and evaluated their progress
* Performed opening, shift changes and closing duties

**LEADERSHIP & AFFILIATIONS**

**University of Houston Undergraduate Real Estate Scholars Houston, TX**

*Student Member* January 2021 – Present

* Attend organizations speaker event series
* Network with other students within the organization

**CCIM Houston / Gulf Coast Chapter**  **Houston, TX**

*Student Member* January 2021 – Present

* Network with industry professionals to create relationships and obtain industry knowledge of specific verticals within commercial real estate
* Attend executive guest speaker events to gain insights on current market trends of the Houston real estate market

**SKILLS & INTERESTS**

**Skills:** Microsoft Excel, Word, Microsoft PowerPoint, Fluent in Spanish, Conversational in French

**Interests:** In my spare time Irun a minimum of 3 miles per day, read self-help/ personal growth books, enjoy traveling and hiking.