



# CRYSTAL FLORES

## EDUCATION

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO JAN 2021**

Bachelor of Arts: Communication Studies & English

**IRVINE VALLEY COLLEGE JUNE 2018**

Associate's Degree: English & Liberal Arts: Teacher Education

**COOP: DATA ANALYTICS APPRENTICE FALL 2023**

## WORK EXPERIENCE

### **DEI & PROFESSIONAL LEARNING SERVICES COORDINATOR**

*Association of California School Administrators | August 2023 - Current Position*

- Schedule and organize meetings and events
- Created a Data Tool on Microsoft Excel of all of ACSA's members and their 500+ program participants to find a way to go over member retention and recruitment
- Supported committee and council presidents, directors, and school administrators
- Provide ongoing support to different sections of the team with any current projects

### **EI INTAKE OFFICE ASSISTANT/TEMP EXECUTIVE ASSISTANT**

*Alta California Regional Center | April 2021 - Current Position*

\*I started as a temp, & was given a permanent position on Dec. 2021

- Analyzing incoming monthly/yearly data in Excel and calculating the referral growth rate
- Liaise between the Service Coordinator and school district representatives and help maintain a positive relationship.
- Make cold/warm calls to prospective clients' families and conduct interviews.

### **STUDENT ASSISTANT**

#### **OFFICE OF COMMISSIONER MONAHAN**

*California Energy Commission(CEC) | Febuary 2020 - March 2021*

- Developed a communication plan for the commissioner's social media platforms.
- Created a monthly content calendar and produced monthly analytics showing engagement rates, follower growth, & top posts
- Created infographics and designs to advertise the public on CEC programs, incentives, or events.

## CONTACT

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🌐 <https://www.linkedin.com/in/crystal-hortencia-flores/>

## VOLUNTEERING HISTORY

### **IVC's Circle K International**

Secretary (May 2017 - May 2018)

Public Relations Chair (May 2016 - May 2017)

## SKILLS



**Spanish**



**Microsoft Office  
&  
Microsoft Teams**



**Zoom/Webex**