

VALERY

**Valery
Vasquez**

Miami, FL
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Experience

Senior Executive Assistant to the CMO

Gauzy
May 2024 – Present

- Plan and execute international trade shows, executive meetings and VIP events, coordinating vendors, staffing, logistics and client-facing experiences.
- Manage event budgets and vendor negotiations while supporting financial tracking, sourcing and operational efficiency.
- Coordinate invitation, RSVP and post-event follow-up workflows supporting lead capture, client nurturing and commercial initiatives.
- Partner cross-functionally with Marketing, Sales, Product and Legal on presentations, events and strategic priorities.

Executive Assistant / Real Estate Coordinator

Compass Florida
December 2020 – May 2024

- Supported a top-producing luxury real estate team with transaction coordination, client communications, scheduling and CRM management.
- Managed lead follow-up, property tours, open houses and VIP client experiences for high-value listings and transactions.
- Coordinated contracts, disclosures and closing documentation with clients, attorneys, lenders and escrow teams.
- Maintained pipeline reporting, confidential client information and marketing materials with accuracy and discretion.

Executive Assistant

Century 21
2017 – 2020

- Supported daily sales and office operations, client scheduling, lead follow-up, property-showing logistics and database management.
- Prepared marketing materials and documentation while maintaining responsive communication with prospects, clients and vendors.

Additional

Creative Director

Ikeba Miami
2026 – Present

- Manage client relationships from inquiry through proposal, production and delivery for corporate, hospitality and private projects.
- Develop new and repeat business through outreach, referrals, proposals, vendor management and consistent client follow-up.

Education

Florida International University

B.S. Construction Management

Miami Dade College

A.A. Architecture

Wyncode Academy

User Experience Design

Skills

Client Relationship Management • Business Development • CRM & Pipeline Coordination • Luxury Client Experience • Presentations & Proposals • Event & Vendor Management • Executive Support • English & Spanish

VASQUEZ