YORLENIS VAZQUEZ

Tampa, FL

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PROFESSIONAL SUMMARY

Office Manager/Project Administrator with 15 + years of experience supporting operations, project coordination, and customer service across legal, construction, and retail environments. Proven ability managing projects end-to-end, improving workflows, coordinating teams, and ensuring operational efficiency. Highly organized, bilingual English/Spanish. Public Notary.

CORE COMPETENTCIES

Project Coordination & Scheduling	Client & Vendor Communication	MS Office Suite
Office & Operations Management	Legal & Case File Support	Leadership
Permit & Compliance Coordination	Inventory/Records Management	Team Training

PROFESSIONAL EXPERIENCE

Boohoff Law Firm, Tampa, FL **Oct 2025 – Mar 2026**
Legal Assistant

- Requested, tracked, and managed 50+ medical records to support ongoing legal cases, ensuring timely documentation for case review and settlement preparation.
- Supported Case Managers with case file maintenance, document organization, client correspondence, and deadline tracking, helping cases progress efficiently.
- Prepared, sent, and received 10-20 legal documents weekly, maintaining accuracy and compliance with firm procedures.

Pebblestone Construction & Management Inc., Tampa, FL **May 2018 – Aug 2025**
Office Administrator/Project Manager

- Oversaw 200+ residential and commercial roofing projects and 40+ construction projects from inspections to final completion, ensuring timelines, quality standards, and customer satisfaction.
- Coordinated permit applications, inspections and approvals keeping projects compliant and on schedule.
- Managed daily office operations including phone support, organizing files, spreadsheets tracking, and scanning documents to improve workflow efficiency.
- Served as the primary liaison between clients, roofing crews, subcontractors, and suppliers to ensure smooth communication and resolve issues.
- Maintained calendars, scheduled inspections and appointments and balanced workloads based on availability and project demands.

Walgreens, Tampa, FL **2014 – 2017**
Assistant Store Manager

- Managed daily store operations including inventory control, scheduling, payroll, and sales reporting.
- Supervised, trained, and coached 70+ employees, ensuring compliance with operational procedures, customer service, and regulatory standards.
- Ensured adherence to company policies, cash handling procedures, and accurate recordkeeping.
- Resolved operational issues and data discrepancies to maintain smooth store and pharmacy operations.
- Managed departmental expenses and maintained operations within budget guidelines.
- Oversaw daily activities of 10–12 team members across store and pharmacy departments.
- Prepared and delivered monthly departmental reports and performance updates to senior management.

PREVIOUS WORK EXPERIENCE

Walgreens, Tampa, FL (Multiple Locations) **2004 – 2014**
Assistant Manager / Pharmacy Technician / Photo Specialist / Service Clerk

EDUCATION & TRAINING

Medical Assistant Certification, TCI Technical Career Institute, Miami Dade, FL
High School Diploma, Miami Senior High School, Miami, FL

TECHNOLOGY

MS Word, Excel, PowerPoint, Outlook, and Access