

AINESEY FOIRA

Gainesville, FL | (352) 554-1892 | annfoira@gmail.com

PROFESSIONAL PROFILE

Emerging healthcare professional with over five years' experience streamlining operations and improving workplace efficiency. My diverse background spans various industries, enabling me to adapt seamlessly and contribute to any organizational environment.

EDUCATION

Bachelor of Applied Science Health Services Administration Santa Fe College | May 2028
Gainesville, FL

Bachelor of Science Telecommunications (112 Credits) University of Florida | December 2017
Gainesville, FL

Associate in Arts Journalism and Mass Communication Miami Dade College | May 2014
Miami, FL

EXPERIENCE

Staff Assistant December 2024 - Present
City of Gainesville – Office of the City Manager

- Collaborate in drafting and developing the City's Community Engagement Policy, supporting the foundation for a citywide framework.
- Implement a project management system to streamline task coordination, increasing workflow transparency and team efficiency.
- Manage Welcome Desk operations by greeting guests, responding to inquiries, and maintaining records of engagement, resulting in improved visitor experience and clearer service pathways.

Administrative Support Specialist September 2021 - March 2024
Queen Bee Property Developer

- Supported daily office operations by coordinating executive communications and administrative tasks, improving process consistency and team coordination.
- Oversaw information and document management systems to maintain accessibility and clarity for team members and department needs.
- Prepared and monitored invoices and expense records to support accurate financial processes and accountability.

Communications Specialist March 2019 - August 2021
Liberty Health Sciences

- Executed text marketing, social media, and digital display campaigns, resulting in a growth of 8,000+ new followers and increased audience engagement.
- Developed and published over 150 social media posts and oversaw text communication to 20,000+ followers, expanding brand reach and message consistency.

- Promoted a positive organizational image by developing messaging tailored to diverse audiences, strengthening brand reputation.

Product & Marketing Specialist

November 2011 – October 2017

Gap Inc. | Miami & Gainesville, FL

- Executed visual merchandising strategies that elevated brand presentation, product placement, and enhanced customer engagement.
- Led daily operations to ensure brand associates met productivity and compliance standards, contributing to consistent store performance and a positive customer experience.
- Supported key store functions-including inventory management, cash handling, and loss prevention-to maintain accuracy and operational integrity.

SKILLS AND CERTIFICATIONS

- Computer: Microsoft Office (Word, Excel, PowerPoint) Outlook Suite (SharePoint, Planner, Forms), Canva
- Language: Spanish

CERTIFICATIONS

- Google Professional Certificate in Digital Marketing and E-Commerce (2024)
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