



PAOLA GARCIA

EVENTS DESIGN SPECIALIST

I am passionate about creating impactful events that inspire and connect. With expertise in managing logistics, engaging diverse stakeholders, and crafting memorable experiences, I bring both creativity and strategic focus to every project.

CONTACT

- therealpaolag@gmail.com
- (801) 358 1182
- paolagarcia.design

SKILLS

- Project Management
- Social Media Management
- Presentation Development
- Payroll Processing
- Spanish - Proficient
- Sports Management

SOFTWARES

- Microsoft Office
- Canva
- Wix
- Toast / XtraChef
- Quickbooks
- Google Workspace

EDUCATION

- Brigham Young University (2020 - Present) 3.87/4 GPA
- Bachelor of Science, Experience Design and Management

EXPERIENCE

- **Barbacoa Mexican Grill | Payroll & Accounting Specialist**
July 2024 - Present

I manage payroll for 30+ employees, ensuring 100% on-time payments and accurate financial reporting. By streamlining accounting workflows with a cross-functional team, I reduced payroll processing time by 25% and errors by 15%. Additionally, I implemented a system to improve financial tracking and reporting, increasing efficiency by 30%.

- **Strong Youth Project | Event & Community Coordinator**
August 2024 - Present

I developed event coordination manuals and managed social media strategies to enhance community outreach and engagement. Collaborating with educators and professionals, I streamlined event logistics and boosted participation through effective communication and promotion.

- **Soccer Camp Mentor | Brigham Young University**
June 2021 - August 2022

Dedicated 30 hours weekly to coaching and mentoring youth, leading training sessions, evaluations, and daily activities for 60-80 campers while ensuring a positive, energetic, and well-organized environment.