

Laina Marie Silvasy

407.443.3295 ✉ lsilvasy@cfl.rr.com

Education

- ✉ **University of Central Florida, Masters in Business Administration (MBA)**, December 2005. Cumulative GPA 3.8/4.0.
- ✉ **Cornell University**, School of Hotel Administration **Professional Development Program** 2003.
- ✉ **Cornell University**, School of Hotel Administration **Professional Development Program** 2002.
- ✉ **University of Central Florida, Bachelor of Science in Business Administration (BSBA)**, Major: Hospitality Management, December 2000. Earned Honors College Medallion by completing 'Honors In The Major' program and an undergraduate thesis. Major GPA 3.8/4.0; Cumulative GPA 3.5/4.0.

Work Experience

- ✉ May 2001 to March 2005: **Associate, Tishman Hotel Corporation**; Lake Buena Vista, Florida. Full-time employment in hotel asset management. Responsibilities included analysis of monthly operational, financial and sales reports; monthly revenue and cash flow forecasting; lender-required reporting; monthly asset management report to ownership; annual market overview; continuous analysis of Orlando-area market and industry climate and trends; and, supplemental research and/or analyses as needed.
- ✉ April 2000 to May 2001: **Underwriter, Tempus Resorts International**; Orlando, Florida. Full-time employment in self-managed timeshare funding administration. Responsibilities included review of executed purchase documents; determination, resolution, and tracking of document problems; facilitation of securitization; departmental and financial reporting; and creation of cross-departmental best practices.
- ✉ August 1997 to March 2000: **Contracts Lead, Oasis Lakes Resort**, Orlando, Florida. Full-time employment working in timeshare sales administration. Responsibilities included preparation of timeshare documents for contract closing, timeshare inventory control, determination of financial credibility, and sales and inventory reporting.
- ✉ Other temporary, part-time and summer employment included private groundskeeper, front desk clerk, nightclub door hostess, piano teacher, administrative assistant, receptionist, and musician.

Other Experience

- ✉ October 2005 to March 2006: **Volunteer, Orange County Public Schools**. Moderator for Frangus Elementary's after-school creative arts program "the Karma Project".
 - ✉ May 2001 to Present: **Treasurer and Webmaster, Simple Living Institute, Inc.** Treasurer and Founding Member on Board of Directors of local 501(c)3 non-profit organization dedicated to creating opportunities for sustainable living in the Central Florida community. Responsibilities include bookkeeping, cash control, organizational reporting, timely tax deposits, and all reporting to state and federal entities. Webmaster.
-

References available upon request.