

MONICA MAINI

Professional Experience

June 2024- Present

Business Development Specialist (Schools, Tourism, Hospitality)

Virtusafe

Business development consulting to entities within the real estate, tourism, travel and hospitality markets as well as healthcare and personal care facilities.

Assistant to the Chief Operations Officer

March 2024-Present (Part-Time)

Front Desk/Nurse Assistant, Intra V Vitamin Infusions - Katy (IV Spa)

- Customer Service: Greet guests, book appointments, provide service information.

- Medical Assistance: Take vitals, administer IM/Sub Q injections, prepare IVs.

- Administrative Duties: Inventory management, process payments, maintain a clean and welcoming spa environment.

Dec 2023-Present (Part-Time)

Event Planner/Front Desk, Zentech Inc

- Event Coordination: Plan and execute corporate events, manage logistics, and budgeting.

- Front Desk Management: Welcome clients, coordinate meetings, maintain a professional office environment.

- Client Relations: Maintain positive interactions with clients, handle travel arrangements.

Sept 2023-Jan 2024

Front Desk Receptionist, The Lash Lounge

- Customer Service: Book services, handle payments, manage client relationships.

- Administrative: Ensure smooth operations for both guests and stylists.

Jan 2017-Present (Not Actively Practicing)

Licensed Realtor, Texas (Re/MAX)

- Real Estate Transactions: Facilitate buying, selling, and leasing of properties.

- Client Guidance: Assist clients with budgeting, financing, and securing rentals.

- Marketing: Managed self-promotion and sales strategies.

Nov 2020 - Jun 2022

Owner/Chef, Sweet Treats HTX

- Culinary Services: Created seasonal baked goods and customized party treats.

- Client Satisfaction: Ensured timely delivery and packaging of products.

Jan 2018 - Mar 2020

Administrative Assistant to Director of Ops, Zentech Inc

- Operations Support: Managed calls, developed electronic filing systems, improved workflow.

- Event Planning: Organized office meetings and events, enhancing team productivity.

Jan 2011 - June 2012

Physical Therapy Tech, Inpatient Rehab - Memorial Hermann Memorial City

- Patient Support: Assisted with daily activities, wound care, and exercise routines.

- Documentation: Maintained accurate patient progress notes.

2007 - 2008

Vax D Technician, The American Back Center - Chicago, IL

- Spinal Decompression: Administered treatments, maintained equipment, and tracked patient progress.



Education

Rich Central HS

Olympia Fields, Illinois

Garhwal University

UttarKhand, India

Bachelor of Physiotherapy

Masters Equiv. in US by FCCPT

Certifications

CCMA (in progress)

BLS (in progress)

TREC #684629

Key Skills

Management

Team Player

Marketing

Organized

Multitasker

Customer Service

Budgeting

Healthcare

Hospitality

Mind Body Software

Microsoft

Apple



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