

Leilani Flores

Leilaniflores321@gmail.com | 808-628-8057 | www.linkedin.com/in/leilani-michelle-flores

PROFESSIONAL SUMMARY

Public health professional with a B.S. in Public Health and Informatics (Analytics) and hands-on experience in community health data collection, program evaluation, and performance reporting. Skilled in data cleaning, dashboard development, and translating community-level data into actionable insights for public health programs.

EXPERIENCE

Data Entry Intern 01/2025 – 05/2025
VPSI Fall Prevention Education Program & King County EMS Seattle, WA

- Developed a tracking dashboard by collecting, organizing, and analyzing survey data across three community sites to support program evaluation.
- Led interactive community workshops, strengthening public speaking and collaboration with diverse populations.
- Coordinated logistics, materials, and participant engagement to ensure smooth program execution.
- Documented data collection workflows and maintained organized records to support accurate program reporting.

Analyst Intern 06/2025 – 08/2025
Mason McDuffie Mortgage

- Analyzed internal loan pipeline and client datasets to support performance and operational trend reporting.
- Cleaned, validated, and organized spreadsheet-based loan data to improve usability for cross-functional teams.
- Assisted with recurring performance reports by summarizing key metrics and identifying data inconsistencies impacting reporting quality.
- Communicated findings to team members to support data-driven decision-making across departments.

Substitute Teacher 01/2026 – Present
ESS Education Hillsboro and Tigard, OR

- Delivered instruction across multiple subject areas and grade levels in Hillsboro and Tigard school districts.
- Adapted lesson plans and classroom management strategies to meet the needs of diverse student populations.
- Maintained accurate daily attendance and behavioral records in compliance with district requirements.

Sales Associate 03/2022 – 06/2025
Victoria's Secret Seattle, WA

- Increased daily sales and customer conversion by executing targeted product recommendations aligned with active promotions.
- Supported team workflows during high-traffic periods to maintain operational efficiency.
- Tracked individual sales performance metrics and adjusted approach to meet store targets.

Fire Restoration Technician 06/2022 – 09/2022
Service Master Tacoma, WA

- Documented over 100 restoration cases with detailed reports and photo evidence to ensure compliance and client satisfaction.
- Maintained accurate records across tracking systems to reduce operational errors.
- Coordinated with project teams to organize materials and ensure timely completion of restoration tasks.

Administrative Assistant 12/2020 – 09/2021
Savvy Boat Models Federal Way, WA

- Supported content optimization by uploading product images and writing descriptions to maintain accurate and engaging e-commerce listings.
- Assisted with website updates and product layout organization to improve customer browsing experience.
- Managed data entry tasks to keep product and inventory records current and accurate.

ACTIVITIES & LEADERSHIP

Library Media Technology 11/2025 - Present
Volunteer

- Supported library media and technology operations as a volunteer, assisting with resources and patron services.

SKILLS

Tools and Software: R, Stata, SQL, Python, Microsoft Excel, Microsoft Office, Canva

EDUCATION

University of Washington Seattle, WA
Bachelor of Science in Public Health and Informatics, Analytics Concentration.