

LIZ GAVIN

OPERATIONS MANAGER



> EXPERIENCE

PROPERTY MANAGER **MAY 2019 TO PRESENT**
HARMONY BEACH VACATIONS & REALTY - DESTIN, FL

MANAGE OVER 75 RENTAL PROPERTIES TO INCLUDE RENTING UNITS, PROVIDING CUSTOMER SERVICE, COORDINATING MAINTENANCE, HOUSEKEEPING, AND INVOICING. RESPONSIBLE FOR DAY TO DAY OPERATIONS, CLIENT COMMUNICATION, CONFLICT RESOLUTION, PARTNERSHIP DEVELOPMENT, PROJECT MANAGEMENT, AND PROVIDING AN ABUNDANCE OF GUIDANCE, SUPPORT, AND REASSURANCE.

GENERAL MANAGER **AUGUST TO APRIL 2019**
PEAK MOUNTAIN GUIDES - OURAY, CO

RESPONSIBLE FOR OVERSEEING DAILY BUSINESS OPERATIONS, INCLUDING CLIENT BOOKINGS, ENSURING COMPLIANCE WITH STATE AND LOCAL LAWS, OVERALL MARKETING STRATEGIES AND IMPLEMENTATION, ASSISTING OWNERS IN HIRING AND MANAGING EMPLOYEES, EQUIPMENT INVENTORY, ANALYZING ACCOUNTING AND FINANCIAL DATA, RESEARCHING AND IDENTIFYING GROWTH OPPORTUNITIES, AND ORGANIZATIONAL STRATEGIC PLANNING.

SUMMER OFFICE MANAGER **APRIL TO AUGUST 2018**
LIZARD HEAD CYCLING GUIDES - OPHIR, CO

RESPONSIBLE FOR ENSURING SMOOTH DAY-TO-DAY OPERATIONS AND MANAGEMENT OF THE COMPANY, INCLUDING BUT NOT LIMITED TO BOOKING HOTELS, ACCOUNTS PAYABLE AND RECEIVABLE, MARKETING, DATA ENTRY, COMPLETING AND FILING PAPERWORK, CUSTOMER SERVICE, BOOKING TRIPS, MANAGING THE BIKE TECHNICIAN, AND HANDLING RETAIL INQUIRES/PURCHASES.

ADVENTURE TRAVELER **2015 TO 2018**
IT'S A GAVINATION - WORLDWIDE

FOR 3-YEARS, MY HUSBAND AND I TRAVELED FULL-TIME AND VISITED 4 CONTINENTS, 21 COUNTRIES, 27 US STATES, AND 14 US NATIONAL PARKS. WE WENT ON SAFARIS IN AFRICA, CLIMBED OR ATTEMPTED TO CLIMB DENALI, MONT BLANC, THE MATTERHORN, AND AMADABLAM, WE'VE KAYAKED IN ALASKA, LEARNED TO SURF IN HAWAII, TOURED VARIOUS US AND EUROPEAN SKI TOWNS, AND SPENT PRECIOUS TIME WITH FRIENDS AND FAMILY.

WORK HISTORY: [HTTPS://WWW.LINKEDIN.COM/IN/LIZGAVIN/](https://www.linkedin.com/in/lizgavin/)

> EDUCATION

MASTERS OF SCIENCE, FOREST ECOLOGY **GRADUATED 2007**
UNIVERSITY OF COLORADO - DENVER, CO

> PROFILE

EXPERIENCED MANAGER WITH A DEMONSTRATED HISTORY OF WORKING IN THE OUTDOOR RECREATION, LEISURE, TRAVEL & TOURISM INDUSTRIES. SKILLED IN: OUTDOOR PROGRAMS ADMINISTRATION, EVENT MANAGEMENT, COMMUNITY OUTREACH, RESERVATIONS MANAGEMENT & SALES, STAFF TRAINING, AND STRATEGIC PLANNING.

> CERTIFICATIONS

**WILDERNESS FIRST RESPONDER,
ADULT/CHILD CPR, AED & AIRWAY
MANAGEMENT, EPINEPHRINE AUTO
INJECTOR**

WILDERNESS MEDICINE INSTITUTE
2018-2020

**FLORIDA VESSEL LIVERY
OPERATOR'S COURSE**

FWC
APRIL 2019

BOATING SAFETY COURSE

BOATU.S. FOUNDATION
APRIL 2019

> CONTACT

30 MORENO POINT ROAD, UNIT 502-B
DESTIN, FL 32541

720-496-7500
LIZ.GAVIN@OUTLOOK.COM
[HTTPS://ITSAGAVINATION.COM/](https://itsagavination.com/)