



**ALANNA LOPEZ**  
OFFICE MANAGER

**CURRENT ROLES AND RESPONSIBILITIES**

**BEACON DEVELOPMENT GROUP (July 2024 - present)**

**Office Manager**

Oversees general administrative functions, activities, and facilities condition to ensure that Beacon’s Office runs smoothly. Maintains relationships with vendors, suppliers, and property management. Coordinates team member and office IT needs with third party IT support. Coordinates office emergency preparedness in collaboration with executive team and safety warden. Provides administrative support for Directors and Senior Project Managers for applications, draws, and general project management as needed.

**PAST PROFESSIONAL EXPERIENCE**

**Zillow Group (2023)**

**Program Manager, Workplace Experience**

Alanna developed the first-ever national comprehensive, highly detailed Onsite Employee Event and AV Support Training Program, which included testing, documentation, post-training reference guides, and an online directory, utilized by all six offices across the United States. Alanna was the Lead Trainer for US based Workplace Experience team, 50% of the year traveling between 6 US based corporate offices to execute trainings, delivering onsite classes to multiple Workplace and IT teams.

**Zillow Group (2022-2023)**

**Event Specialist: Employee Gatherings**

Successfully supported and coordinated 120 out 140 internal events (zRetreats) nationally (6 US based office spaces and 3 coworking spaces) ensuring seamless execution and exceptional participant experiences. Engaged with customers to comprehensively understand event requirements and identify potential opportunities. Leveraged industry knowledge and personal expertise to tailor meetings, conferences, and conventions to meet specific standards and exceed customer expectations.

**Zillow Group (2021-2022)**

**Event Specialist**

Led the pilot of the operations support and escalation process for the internal event program titled zRetreats, managing support operations during office shutdown and re-opening in September 2021. Established a robust operations foundation for zRetreats, including developing comprehensive processes, standard operating procedures, and logistical frameworks such as the zRetreat Event Order (ZEO) form to ensure seamless event planning, execution, and post-event analysis.



**EDUCATION & COMMUNITY ENGAGEMENT**

Florida International University, Special Education and Interdisciplinary Studies  
Montclair State University, Communications