

SALINA MORGAN MENDEZ

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Professional Summary

A highly resourceful and adept Executive Assistant with 15+ years of experience, recognized for delivering exemplary administrative leadership and support to C-level executives, board members, directors, and commercial brokers.

Possesses excellent administrative, communicative, and organizational skills; leveraging her extensive industry experience to foster synergy in the workplace, build strong professional relationships, and consistently exceed project goals and deadlines.

Expertise

Dynamic Corporate Communications, Project Management, Cross-Functional Executive Support, Client Relationship Cultivation, Office Management, Scheduling & Coordination, Strong Verbal and Written Communications, Leadership

Skills

Time Management, Organization, Written & Oral Communication, Meeting Planning, Accounting Support, Relationship Building, Team Building, Cross-functional Support, Analytical and Anticipatory Dexterity, Creativity

Administration, Scheduling, Travel and Itineraries, Safety, Employee Scheduling, Office Management, Performance Reviews, Human Resources, Coordination, Technical Support

Technical Proficiency: Microsoft Word, Excel, Outlook, SharePoint, One Note, Adobe Publisher & Photoshop, Win Air, Loopnet, Google Suite, Salesforce, CoStar, Land Vision, LexisNexis, Constant Contacts, WebEx, DocuSign, QuickBooks Online,

Professional Experience

Audio Visual Solutions Group (AVSG) Las Vegas, NV – 2/2021 – 3/26/2021 (Temporary Position)
Operations Administrator/Executive Assistant

- × Support the daily operations of company showroom.
- × Act as point of contact between Owner and external colleagues, customers, and vendors.
- × Prepare communication on behalf of Owner.
- × Process weekly payroll.
- × Handle insurance business license and permits.
- × Process Purchase/Sales Orders and all product billing.
- × Provide assistance to Sales and Logistics/E-commerce Manager.

Leading Edge Scaffold, Inc. Las Vegas, NV 2/2020 – 3/2020
Office Manager/Bookkeeper

- × Managed start up construction business office.
- × Assisted President with estimates and project management
- × Worked closely with the Southern Nevada Carpenters Union in regards to employee union benefits and dues.
- × Processed Weekly payroll.
- × Handled all Contract Administration, Insurance Business License and Permits
- × Billing, AP/AR and HR duties.

Smarter Building Technologies Alliance, Inc. Las Vegas, NV 4/2019-02/2020
Executive Assistant to the CEO & Office Manager

- × Solely operated and managed Las Vegas corporate office.
- × Acted as “gatekeeper” for direct access to the CEO, including screening all calls to ensure efficiency of CEO time.
- × Facilitated all coordination and scheduling for the CEO and CSO, including but not limited to travel and accommodations, daily objective planning, daily calendar and task maintenance.
- × Composed confidential correspondence and ensured all documents that required CEO signature were reviewed and signed by the CEO in a timely manner.

- × Processed and edited highly confidential/personal information, including legal documents and contracts.
- × Planned and executed all company events, holiday parties, strategic meetings, conferences, etc.
- × Scheduled all CEO conference calls, including monitoring conference room calendars, rearranging meetings as necessary to accommodate client meetings, opening conference calls and relaying messages to call participants as needed.

Marcus & Millichap Commercial Real Estate Investment Firm Las Vegas, NV 9/2018-1/2019
Brokerage Administrative Assistant

- × Served as the offices' Certified Agent Support Specialist and administered all technical support and training for agents regarding Sales force, Costar, Loopnet, Land Vision, LexisNexis, Constant Contacts, WebEx Conference Set Up, DocuSign and Calendars in Outlook.
- × Cross-trained and interfaced with the Operations Manager to process closings and under-contracts while spearheading the production of training material and documentation for management and agents.

CONTRACT/TEMPORARY POSITIONS

ACRO, Inc. Edison, NJ 2017
Senior Executive Administrator at the City of Murrieta, CA

- × Worked in the City Building and Safety Department for the Building Official and supported service technicians and city inspectors by performing a variety of clerical and administrative tasks as needed.
- × Supervised the daily tasks and goals of clerical and administrative staff.
- × Provided exemplary support to accountants, including light bookkeeping and statistical analysis, when requested.
- × Considered the SME regarding Murrieta City policies, procedures, and regulations; and was responsible for the dissemination of this information to the staff by evaluating and administering training materials.
- × Responsible for preparing all commission meeting agendas, scheduling and advertising public hearings, scheduling appointments for city inspectors, and preparing arduous documentation requiring specialized processing.

Humana Medicare, Inc. Murrieta, CA 2016
Administrative Assistant

- × Diligently provided a wide variety of administrative and staff support services to upper-level management by administering programs, projects and processes, thus helping advance the organization and success in the workplace.
- × Directly responsible for staff and client service and communication, interdepartmental memos and correspondence, meeting scheduling and reporting, travel and itinerary coordination, and data entry into Excel.
- × Interfaced directly with market leaders and Humana associates to discuss office initiatives and team progress, engineering new procedures to streamline efficiency and propagate cohesion in the workplace.

Coldwell Banker Commercial SC, Inc. Temecula, CA 2015
Administrative Assistant

- × Provided administrative support to agents and brokers in processing commercial lease and sale files, gathering commission demand statements and associated paperwork, assisting with broker commissions and payables, and creating escrow and lease renewal documentation.
- × Produced all marketing fliers; worked as liaison between vendor and agents for sign installations and removals; and recorded all data into the office documentation system.

CBRE, Inc and Colliers International, Carlsbad, CA 2015
Administrative Assistant

- × Gathered supporting documentation to complete voucher forms and process broker commission payments while abiding by company accounting policies and local and federal laws.
- × Utilized and generated templates to produce marketing materials including flyers, proposals, tour books, maps, floor plans, and qualification packages; consistently promoting the CBRE brand and products to influence customer-base growth.
- × Administered all scheduling for Senior Executives, including appointments and travel arrangements

ADDITIONAL EXPERIENCE

Grubb & Ellis WestMar BRE Commercial, Inc. Temecula, CA 2008-2012
Administrative Assistant

KB Homes, Wildomar, CA 2007-2008
Administrative Assistant

Education and Training

NV Real Estate Salesperson Courses (ongoing), Real Estate School of Nevada, Las Vegas, NV

Associate of Arts in Business Administration (ongoing), Allied American University Laguna Hills, CA

General Studies and Accounting I & II, Mount Aloysius College Cresson, PA

CA Real Estate Salesperson License Examinee, Allied American University Laguna Hills, CA

Certified Transaction Coordinator, C.A.R, Education Online