



CRYSTAL STEWART

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Who I am

A Professional. Sales Top Performer (\$1.5M/Telesales), Executive Assistant, Personal Assistant, Gatekeeper, Event Planner, Project Coordinator, Office Manager, Table Games Dealer. Highest level of integrity.

A Leader. Easily approachable and helpful, with strong problem-solving abilities. Eager to mentor newbies.

Versatile. Self-motivated and a high achiever, I anticipate needs and work extremely well independently.

Trustworthy. I am confident working with all levels of clients, colleagues, and management. I maintain strict confidentiality regarding personally identifiable information and discretion in other areas as needed.

Dynamic. I am outgoing, with a positive personality and a “can-do” attitude. As a student of Law of Attraction, I focus on what I want, live my life with gratitude, and welcome challenges and opportunities for growth.

Knowledgeable. From Macs to PCs, docs and spreadsheets to databases and graphics, I have mastered a wide range of software programs, including Microsoft Word, Outlook, Excel, and Salesforce.com. Too many to list here.

What I like

A fast pace, empowerment, collaboration, direct communication, multi-tasking, flexibility, work/life balance, growth, having fun, helping people, creative solutions, working on a team, getting results, making a lot of money.

What I've done

- Worked directly with existing timeshare owners over the phone to manage and upgrade vacation portfolios.
- Won Telesales Rookie of the Year (2015). 3x Million Dollar Club achievement (\$1.1M; \$1.5M; \$1.5M).
- Project-managed two trade shows occurring simultaneously (March 2014).
- Managed complex calendars and contacts. Scheduled a variety of online meetings and videoconferences.
- Managed email and voicemail accounts, responding as necessary on the executive's behalf.
- Coordinated domestic and international travel. Reconciled expense receipts for reimbursement.
- Worked with others to plan special events, including training sessions, seminars, team meetings, and parties.
- Collaborated with teams to meet project deadlines. Actively contributed to policy discussions and development.
- Written, edited, and proofread materials with meticulous attention to detail.
- Offered mentorship to new administrative professionals with less experience. Helped others grow and learn.
- Managed new office tenant improvements and a subsequent office move in downtown Seattle.

Where I've been

- **Inside Sales** at Wyndham Destinations—Las Vegas, NV, December 2020 to Present
- **Vacation Counselor** at Diamond Resorts—Las Vegas, NV, August 2020 to November 2020
- **Marketing Lead Coordinator** at Diamond Resorts—Orlando, FL, November 2019 to April 2020
- **Vacation Counselor** at Diamond Resorts—Renton, WA, January 2018 to November 2019
- **Inside Sales** at Wyndham Vacation Ownership—Redmond, WA, July 2014 to December 2017
- **Entrepreneurial Assistant** (contract/self-employed), Seattle, WA, December 2013 to March 2014
- **Senior Administrative Assistant** at Providence Health & Services, May 2013 to December 2013
- **Table Games Dealer** at Snoqualmie Casino, September 2010 to May 2013
- **Executive Assistant** at Symetra Financial, November 2010 to June 2011
- **Executive Assistant/Office Manager** at Confirma, Inc. (n.k.a. Merge Healthcare), November 2007 to April 2010
- **Executive Assistant/Office Manager** (part-time) at Bocada, Inc., March 2007 to September 2007
- **Associate** at The Gallatin Group, August 2006 to December 2006
- **Executive Assistant** at Kennedy Associates Real Estate Counsel, Inc., May 1998 to July 2006
- **Senior Word Processor/Graphic Designer** at Ernst & Young LLP, July 1993 to April 1998
- **Publicity Specialist** at MWR Department/NAS Whidbey Island, April 1989 to May 1993