

Christine Lopez
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12/99-Present Raised 4 amazing children into adults.

1998-11/1999

State Street Bank and Trust, Boston, MA

Corporate Trust Associate

Customer service wearing a headset, on phones most of the day working with bond customers who await their interest checks. Research, typing, administrative and follow through.

1997-1997

Shannon Hotel Group, Longboat Key, FL owner of Hilton Longboat Key

Sales Assistant, Longboat Key Hilton Beach Resort now called Zota, Longboat Key, FL

I began at Longboat Key Hilton as Sales Assistant to General Manager who was also Director of Sales. Overall coordination at an exclusive waterfront hotel including profit revenue reports and analysis, group room sales to major Fortune 500 companies (such as Nike), working heavily with front desk manager, food & beverage, head of catering, chef and housekeeping. In absence of General Manager, I was acting Manager of resort.

1994-1996

Bank of New York (now Mellon Bank), White Plains NY

Trust Associate

All functions of estate distribution and trust account beneficiary assistance, All administrative and secretarial for Trust Officer who was also an Attorney, filing and typing and following up with bank customers. Dissecting wills and determining what needs to be done. Working out in the field with trust customers. PowerPoint presentations.

2/1992-1993

Nations Bank (now Bank of America), Sarasota, FL

Trust Associate

Worked on the personal trust and investments side of banking, using companies SMAC (securities movement and control system), placing directed trades for bank trust customers. I worked for 2 trust officers, all administrative including typing, filing and phone work. Account compliance, 217 reviews.

6/1991-2/1992

The Pier 22 Restaurant, Bradenton, FL

Waitress

Waterfront seafood restaurant, all waitstaff and banquet functions for catered events and weddings.

1990-6/1991

Value Line Publishing, New York, NY

Administrative Assistant, Research Department

Worked for Research Director, Associate Editor and entire research department. Typing, filing, Wordperfect and Excel work, answering phones, heavy typing of publication, overseeing Receptionist and Secretary. Office support for an office of 70 stock analysts and fund managers.

6/1988-1989

Concord Financial Group, New York, NY

Administrative Assistant, Marketing Department

All editorial work for marketing literature for busy startup mutual fund company. Assistant to Director of Marketing, typing, answering his phones, all his correspondence and working with printers and graphics with regards to sales literature. Assisting 3 sales representatives. Funds were sold to Security Pacific Bank.

1988-6/1988

Geller Media Management, NY, NY

Receptionist

Worked for the owner who was also an Attorney and media packager. Clientele include Maury Povich, Connie Chung, Al Roker, Gordon Elliot, Susan B. Taylor, fashion reporter Elsa Klensch and many other well known broadcast personalities.

Dealings with Joan Rivers, Geraldo Rivera and many other well know investigative and entertainment reporters.

1985-1987

Service Merchandise, Fishkill, NY

Jewelry & Watch Sales

High end jewelry, diamond, gold and watch sales.

COLLEGE

60 credits from 2 colleges.

English major with a concentration in writing

Journalism/Communication minor

Overall 3.7GPA

Marist College, Poughkeepsie, NY

New College of University of South Florida, Sarasota, FL

JOURNALISM INTERNSHIPS

WWSB TV, Sarasota FL News Desk and Reporting 1 year under Adam Shapiro

WBNR, Beacon, NY, News Writing on On Air Talent

OTHER

Key Real Estate School, Las Vegas, NV graduated in 2011

Treasurer, Marist College Entertainment Committee, 1985-1986

DJ/ Music Show Host, Marist College, Poughkeepsie, NY, 1985-1986

Private Investigation internship, Steele Investigations, Bradenton, FL , 1987

VOLUNTEER

Nifty Thrifty Thrift Shop, Fishkill, NY. Volunteered in a thrift shop benefitng Highland Hospital of Beacon, NY.

HIGH SCHOOL

Our Lady of Lourdes High School, Poughkeepsie, NY, graduated June 1986

Honors, Bridge Program with Marist College (completed first year college in last year of high school)

Graduated 1st in my class in Mathematics, 100, 99 and 98 on NYS Math Regents

Won an Award from Princeton University: Fashion Design Through the Use of Computers, created a program/software

Skills

Administrative, secretarial, reception, customer service, marketing, sales, public relations, type 75wpm, accounting, editorial, proofreading, Adobe Photoshop. MS Word, Wordperfect, Excel, Powerpoint, light legal assistant, some medical terminology.

Languages: English, some Spanish

References: Enclosed

Christine Lopez

My last name was Ehrhard through Value Line/June, 1991. My last name was Kyte from June 1991 until 2001. It is presently Lopez.

References

Glenda Leonard
(formerly General Manager, Hilton Longboat Key resort)
Currently:
Development Director
Salvation Army
Sarasota, FL
941 552 5177

Harvey Katz
Chief Economist & Managing Editor
Value Line Publishing
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212 907 1500

Donald Beschle
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