

Christina Hewitt

Skilled Administrative professional adept at coordinating programs and leading out volunteer projects. Reviews and improves office processes to reduce errors, waste, and inefficiencies. Advanced skills in Microsoft Office and G Suite.

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EXPERIENCE

Soleil Management, Las Vegas, NV — Owner Services Agent

September 2019 - Current

- Provided customer service for timeshare owners by booking reservations, collecting dues and clarifying account information
- Communicated with various exchange companies (i.e. RCI, Interval International, etc.) to exchange weeks for owners
- Met or exceeded call speed, accuracy, and volume benchmarks on a consistent basis.

The Crossing, A Christian Church, Las Vegas, NV — Administrative Assistant/Residency Coordinator

July 2016 - June 2019

- Managed schedules and coordinated meetings and conferences for each team member
- Organized volunteers and events
- Conducted new resident orientation and assisted with recruitment from universities and local ministries
- Administered background checks and gathered information to prepare individuals for International trips

The Crossing, A Christian Church, Las Vegas, NV — Receptionist

October 2015 - July 2016

- Greeted visitors in-person and via telephone
- Communicated messages and meeting notes to the staff
- Sorted, received and distributed mail correspondence to personnel

Tahiti Resort, Las Vegas, NV — Activities Coordinator/Front Desk Agent

September 2014 - October 2015

- Created various flyers and social media postings for the resort
- Ran downtime and credit limit reports
- Attended guest services training classes

SKILLS

Excellent communication skills
Attention to detail
Meeting planning
Sensitive material handling
Schedule coordination

EDUCATION

College of Southern Nevada

Las Vegas, NV

Associates of Arts

May 2018