

# Cristina Espinal Nunez

4664 Tower Pine Road Orlando, Florida 32839

T: +07.567.8529 E: cespinaln@yahoo.com

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## Objective

I want to obtain a responsible position where I can utilize my interpersonal and organizational skills to reach or surpass company's goals. I will also like to secure a position with an organization with a stable environment that will lead to a lasting relationship, and provide a position where I can effectively utilize my skills, experience and expertise; and conquer new challenges.

## Experience

### Berman Property Maintenance and Construction

Administrative Assistant/Maintenance Account Manager

Jan. 20/2014 – Oct.27/2014

- General administrative and clerical support: Answer telephone, screen and direct calls, Greet persons entering organization, Direct persons to correct destination, Provide information to callers, Deal with queries from the public and customers, Screen calls and mail, Prepare letters and documents, Receive and sort mail and deliveries, office supplies,
- Served as a Human Resources Assistant: Assisted with employee payroll, updating employee information, Process expense reports and invoices reflecting, Calculation of hours for our temporary workers, Schedule interviews, Coordinate the interviewing process between management and 'new hire' candidates; Assist out-of-town candidates with travel, hotel and car service arrangements, maintaining employee records, payroll, etc., trained new employees at supervisors request
- Client Relations, Planning and organizing of workflow processes and procedure, Assess assignments to determine the prioritization of workflow, assist with customer-service, product availability and quality control related issues.

### Old Navy (GAP, Inc.)

Sales and Customer Service Associate

Oct. 2011 – July 2013

- Help customers on main floor with sales and customer service experience.
- Re-stocking of store, Shipment and Inventory, Store visuals.
- Meet company sales goals by utilizing sales techniques and communicating product knowledge to the customer; recommend merchandise selections or helps to locate or obtain merchandise based on customer needs and desires.
- Point of Sale (POS) transactions, Perform various sales and register transactions including ringing purchases, processing of cash or credit payments.
- Maintain an awareness of customers to increase service levels and reduce security risks; remain current on policies regarding payment and exchanges, customer service, security practices, and other applicable operations.
- Open and Close procedures and regulations, Satisfy sales goals.

### Grupo Plaza Lama

CEO's Executive Assistant  
11/2011

April/2009 - August

- Secretarial and administrative support, Time scheduling, Travel management for personal and business trips, Personal expenses and bookkeeping management, Collaborate with departmental managers on weekly postings for master reports
- Create, follow up and manage reports for 7 companies, 14 stores and 1 distribution center; Customer satisfaction tracking, Billing and expenses management, Tour sales floor. Speech preparation.



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- Liaison between all impacted departments to ensure proper communications and reporting practices.
- Plan and coordinate corporate luncheons, and develop presentations for related on-site and off-site meetings, organize the details of special events, travel arrangements, corporate agendas and itineraries, Setting up and coordinating meetings and appointments as needed.
- Preparing and compiling information and materials needed for meetings or as requested.

### **Viamar Group**

May 2007 – November 2008

(August - November) Administrative Assistant - VP operations.

(May-August 2007) Assistant Post sales Jaguar.

- Secretarial and administrative support, Time scheduling, Travel management for personal and business trips.
- Create, follow up and manage reports from the shop and other departments
- Plan and coordinate corporate luncheons, and develop presentations for related on-site and off-site meetings, organize the details of special events, travel arrangements, corporate agendas and itineraries, Setting up and coordinating meetings and appointments as needed.
- Preparing and compiling information and materials needed for meetings or as requested.
- As an Assistant Post Sales I received clients with their vehicles into the shop, prepare initial paper work and made sure clients where happy.

### **Ebel - Paris (Belcorp)**

2007

Diagnostics Module Coordination (1 Month contract)

Ebel is a makeup company, they had a module where they where presenting they're products, introducing them to the Dominican market. I helped with the logistic and organization.

### **Dominican Office of Educational Tourism - ODTE**

2006

Organization of the Eduexpo fair 2006. (8 Month contract.)

Eduexpo is a fair where schools and universities from the Dominican Republic and the United States present they're campus to prospect students, interview them and basic first step to enroll them. I helped organizing the fair, from the first step of contacting all universities; helping them set up not only they're booths at the fair but their accommodations also. Coordinate logistic at the convention center and support personnel.

### **Dominican Institute of Agricultural and Forestry Research (IDIAF)**

March 2003 – September 2006

Responsible for events and meetings; Technician in Graphic Design.

I started as a Graphic Design tech on they're media and publications department. They are a research institute there for there's a lot of documents been published from the investigations they do. We published from books, pamphlets to videos.

I was promoted to the Events and Meetings Manager/Administrative Assistant (Support) because of all these research they have a lot of seminars and exchange with national and international organizations, I was in charge of organizing this meetings and served as a second assistant to the General Director of the institute.



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The logo consists of the letters 'CEN' stacked vertically inside an orange square.

### **Agricultural Department of the Embassy of the United States of America (USDA - APHIS) in the Dominican Republic**

#### **2000 – 2003 (Several contracts during this time)**

Assistant Officer and Coordinator program PPIP; Coordination and organization fair Expo USA and other events, Database update.

- Update data base
- Contact clients and participants to the fair.
- Liaison between office and convention center
- Payroll
- Liaison between office and the Agricultural Secretary and Departments
- Prepare reports from all confiscated articles at airports
- Prepare data of articles
- Update alert warnings to airports
- Help with initial training and start up process
- Basic daily secretarial and administrative support

### **Education**

**2004 – 2006** APEC University. Associate of Science in Graphic Design

**2004** Refine by Jourmat. Diploma on Public relations, Events and Business Protocol.

**2000** Instituto de Tecnologia Aplicada. Technical Degree on Computer Graphic Design.

**1984 -1999** Colegio Dominicano De La Salle (Elementary, Middle and High School)  
Bachelor in Science and Letters

### **Courses and Seminars**

- Seminar of Merchandising Strategic - INTRAS (Plaza Lama)
- Negotiation Workshop with Dr. Andrew Jaliff - Barna, Business School (Plaza Lama)
- Emotional Intelligence – Infotep (Viamar Group)
- Strategy of the 5 "S" – Infotep (Viamar Group)
- Workshop - Table Group: Project "Brand country for the Dominican Republic"; CEI-
- RD/CNC/Acanchi1er meeting "Dominican Republic today", "Dominican Republic the first globalization".
- Software: Microsoft Office, SAP, Lotus Notes, Adobe PageMaker, Photoshop and Reader. Macromedia Freehand, Corel Draw, Publisher, Fox Pro, Front Page.

### **Skills**

Fully bilingual English and Spanish. Basic knowledge of Flemish.

Proficient in computer programs: Microsoft Office Package, SAP, Lotus Notes, Adobe PageMaker, Photoshop and Reader. Macromedia Freehand, Corel Draw, Publisher, Fox Pro, Front Page.

General clerical, administrative, multi-line telephone, fax, Internet proficient.

Type 50 wpm



650 Technology Park  
Lake Mary, FL 32746  
407-260-5026

## Employment Application

### Applicant Information

MKB Technology is an Equal Opportunity Employer. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, or physical or mental disability.

Full Name: Espinal Nunez Cristina Date: Apr 30/2015  
Last First M.I.

Address: 4604 Tower Pine Road  
Street Address Apartment/Unit #  
Orlando Florida 32839  
City State ZIP Code

Phone: (407) 507-8529 Email: Cespinaln@yahoo.com

Date Available: may 1 Social Security No.: 215-63-2875 Desired Salary: \$ 12.00 p/h  
but open

Position Applied for: Receptionist

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? n/a

Have you ever been convicted of a felony? YES ☐ NO ☒

If yes, explain: n/a

### Education

High School: Colégio Dominicano De La Salle Address: Dv Bolivar #77, Santo Domingo Dom. Rep.

From: 1984 To: 1999 Did you graduate? YES ☒ NO ☐ Diploma: Bachelor in Science & Letters

College: Universidad SPEC Address: Dr. Mariano Gomez #97, Sta Dgo. Dom. Rep.

From: 2004 To: 2004 Did you graduate? YES ☐ NO ☒ Degree: B.S. Graphic Design

I did elementary, middle and high school in the same school