

Christin M. Boner

Unique · Adaptable · Dedicated



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Getting to Know Each Other

First of All,

I wanted to thank you, so incredibly much, for taking the time to consider me for this position. I am looking for a Company to grow with, while I build my Professional Portfolio.

I'd like to take a moment to reach you on a more personal level, before we delve into the Business of this whole "Job Hunt" masquerade we all take part in.

My priorities right now are for the betterment of myself. I will be going back to school in the Fall to achieve my goals. My Health, Career, & Education are my focuses right now & I believe this position would be a wonderful fit!

I have a passion for Knowledge, Creativity, & Planning; therefore, I thrive in most settings. My history is heavily focused in Customer Service on paper; however, a large majority of each of these positions required some degree of Marketing, Office Management, and Data Entry. In the past I have proven to work very well under pressure and best under deadlines. I have consistently done whatever it takes to exceed the expectations laid before me, when given the opportunity, by no means, do I plan on stopping any time soon!

Personal Strengths

- I have an *EXCEPTIONAL* customer service persona.
- I am an extremely quick learner.
- I am skilled AND patient enough to walk almost anyone, through anything once I know it.
- More Importantly, I am Unique enough in how I excel at my Job, that you won't *want* it done by anyone else afterward!
- Also Funny sometimes.

Skills & Qualifications

- Ability to multitask efficiently
- Reliable and able to work independently with Autonomy or in a Team
- Maintain composure in stressful situations and under timetables
- Excellent written, communications, and interpersonal skills
- Possess leadership qualities to influence others
- Able to improvise with almost any situation
- Attention to Detail
- Type 42 WPM
- Fluent in Microsoft Office Suite, Google Apps,
- Able to Master most CRM platforms in under a week.
- Social Media Marketing Kits & Misc. Marketing Design
- Data Entry
- Professional Phone Etiquette & Demeanor

Education

- Pacific Health Education Center, San Diego, CA

Accelerated Nursing Assistant training program, Oct-Nov 2015

Certifications: Certified Nursing Assistant CNA#941367 (Exp.07-06-2018)

- Cuyamaca College, El Cajon, CA

Major: Communications with emphasis in Interpersonal communications, Dec 2012

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References

- Kim Foster – **Speech Language Pathologist**
619-806-0745
- Becky Price – **Sharp Memorial NP in Mechanical Circulatory**
858-842-8595
- Justin Angle- **Rock Yard Foremen**
619-315-9795

Experience

Amino Homes/Mitch Lopez Realtor®

Personal Assistant August 2019- May 2019

My Responsibilities typically include:

- Acting as a first point of contact for Listing Agents
- Clients, and Leads, dealing with correspondences
- Managing Sphere of Influence Marketing, organizing meetings, appointments, training.
- Social Media Design for all realtors on Team Lopez
- Controlling access to my Boss Mitchell Lopez as well as his wife, Noelle.
- I am also responsible for booking and arranging travel, transport and accommodation.
- Organizing events and conferences
- Keeping the business current on all payments
- Scheduling all Open houses
- Marketing Design for Advertisements, Flyers, Postcards, Presentations, Social Media Kits ect.

Alarm Relay/ Watchlight Corporation, El Cajon, CA

Alarm System Remote Technician August 2016 - December 2018

This position primarily entails working one on one with customers and field technicians across the country in programming, installation, and troubleshooting of any alarm system. My job was to allow the monitoring of locations outside of the local area without giving up the ability to help any customer or technician, regardless of knowledge or ability, get their system monitored. While I was not working on my primary responsibilities as described above, I also worked in an incredibly fast paced office environment, in which I assist with technical support, commission-based sales, scheduling, follow ups, and various data entry responsibilities.

Petco, El Cajon, CA

Senior Dog Training Program Instructor Feb 2013 - Jan 2016

Organize, maintain, promote, conduct Dog Training classes within assigned Petco store, assist and supervise other Dog Trainers in training methods and sales goals, assist pet parents by determining their needs and sharing product knowledge to suggest the appropriate merchandise to satisfy them, effectively utilize suggestive selling techniques to increase individual sales of Dog Training classes and products, consult with pet parents in Training in a positive manner that encourages interest and satisfaction, help motivate pet parents and their canines to ensure that both achieve success and satisfaction with educational services, aptitude for

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customer service and sales, excellent communication skills including public speaking, professional appearance and demeanor.

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Independent (Patient Confidentiality)

LIVE IN CAREGIVER, San Diego, CA Feb 2011-July 2013

Hands on, in home patient care experience performing:

- Financial and Business assistance
- Organization and administering of medication
- Assist and supervision with ADLs
- Assist and supervision with bathing
- Assist with feeding & Diet Control
- Sterile dressing changes
- Perform and maintain infection control

Regal Entertainment Group

Box Office Supervisor May 2010-January 2014

My primary function was the operation and supervision of the Box Office and its employees, while acting in a way that is consistent with Regal's mission statement & policies.

Requirements

- Regular and consistent attendance.
- Upholding and administering all theatre policies.
- The training, developing, coaching and supervising of non-management employees.
- Performing all staff positions as required.
- Working knowledge of all systems within facility in Booth and Projection technology including maintenance, programming, TMS operation and all related projection skills.
- Monitoring risk management as it pertains to the theatre, i.e., employee and patron safety, loss prevention, emergency situations, and the proper handling, reporting, and investigating of accidents.
- Ensuring guest satisfaction.
- Counting, depositing, and reconciling all receipts taken in during a business day.

Volunteer Experience

Sharp Memorial Oct 2015- June 2017

Assisting patients and family members in any way possible. Promote positive attitudes, encourage communication, and maintain professionalism and confidentiality. Assist Doctors and Nurses with any and all services and supplies that I am authorized to provide in a timely manner.

El Cajon Elk's Lodge 1812 May 2009-July 2013

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As a volunteer I have been the supervisor for multiple fundraising, charity, and community events. Supervising, assigning, and training newer volunteers in proper procedure. Cooking, waiting, bussing, and performing for charity balls. Organizing, maintaining, and attending youth activities and veteran events.