**CHRISTINE M. PEPKA**

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OBJECTIVES

To obtain a challenging and rewarding position in the business environment, which allows me to draw upon my broad work experiences and utilize my exceptional personal and business skills.

PROFESSIONAL EXPERIENCE

2010-Current Richard’s Employment Agency East Granby, CT.

*Account Executive*

* Solely responsible for generating new business
* Contributed a forecasted 600K in annual sales during first 5 months of employment
* Assists with daily management/advertising/HR functions

2006-Current Chestnut Oak Associates Suffield, CT.

*Salesperson/Assistant Office Manager*

* Successfully integrated business plan which led to sales in excess of 5 million extending from 2007-2010
* Brokered 33 lot new construction 55+ community for Somerset Homes
* Maintain and organize all daily functions in the real estate office; filing, banking, AP, AC, Customer service.

2005-2006 United Parcel Service Hartford, CT.

*Financial Analyst*

* SNE District procurement coordinator
* Responsible for financial analysis reports.
* Managed all Visa cards along with the deadlines, reporting, and transaction follow up for each individual cardholder.

2004-2005 The First National Bank Of Suffield Suffield, CT.

*Assistant Head Teller*

* Balanced cash drawer/vault/books, and processed transactions.
* Developed a fine understanding of the small business world.

EDUCATION

May-June 2006 Asnuntuck Community College

*Real Estate Principles & Practices*

January 2005-January 2006 Asnuntuck Community College

*General Studies*

Graduate 2004 Suffield High School

*General*