

Educational Experience

Bachelor of Arts- California State University Los Angeles, Pasadena, CA

(TEFL)Teaching English as a Foreign Language Certification

80-hour fully comprehensive TEFL course including specialist training courses for every teaching situation:

- 40-hr TEFL training and testing
 - *Grammar Awareness and Teaching Grammar
 - *Classroom Management
 - *How to teach Vocabulary
 - *Teaching Speaking skills
 - *Teaching Listening skills
 - *Learner Language skills
 - *Lesson Planning
- 10-hr: The Nuts and Bolts of Grammar ***Specialist Certificate***
- 10-hr: The Tenses of English ***Specialist Certificate***
- 10-hr: The Functions of English ***Specialist Certificate***
- 10-hr: The Sounds of English ***Specialist Certificate***

CBEST Certified

CPR Certified

Nanny Poppinz-Member since August 2008- A babysitting membership program that is targeted at families seeking temporary or emergency care. Background checks required.

Nanny-Jan07-Jan08- Live-in nanny for my best friend and her two-year-old son.

Pediatric Cancer Research Foundation- Volunteer Work

Susan G. Komen Foundation- Breast Cancer Research Volunteer Work

Travel Experience- *England-London, France-Paris, St. Tropez, Cannes, Monaco, Monte Carlo, Italy-Florence, Rome, Venice, Pisa, Bologna, Siena, Porto Fino, Tuscany, Chianti, Africa-Morocco, Spain-Marbella, Barcelona, Greece-Santorini, Mykonos, Athens*

Current and Previous Work Experience

CORE Realty Holdings, LLC, Newport Beach, CA June 2007 - Present
Senior Executive Assistant & Event/Conference Coordinator

- Maintain a smooth, day-to-day operation for both the President/CEO and Executive Vice President/National Sales Manager of an extremely reputable 1031 Commercial Real Estate Company
- Assist the entire executive office providing both clerical and administrative support to anyone who needs it
- Sort and log high volume of mail and follow-up where necessary
- Screen and log calls in an extremely heavy telephone environment and respond directly to general inquiries
- Write up and Log Expense reports, company bills and check requests
- Coordinate all travel arrangements and dining reservations
- Manage calendar, schedules and coordinate meetings as required
- Coordinate events for volunteer and sponsorships programs

People's Choice Home Loan, Inc., Irvine, CA August 2001 - May2007
Senior National Sales Executive

- Developed and maintained personal long-term relationships with experienced Mortgage Brokers
- Helped structure and price loans that fit into PCHLI guidelines
- Performed Step by step training presentations on how to use our products and software to it's fullest potential
- Extremely knowledgeable of the loan procedure and detail throughout the closing process
- Hands-on involvement with Account Managers to make sure documents and conditions were done correctly
- Cold Call, Warm Call, Marketing Packages, Emails, Letters, Lunches, In-office Visits
- Recognized for being "Top Sales Producer" and won several contests that allowed me to travel around the world

Basic Qualifications

- Microsoft Office Outlook
- Microsoft Office Word
- Microsoft Office Excel
- Adobe Acrobat Professional
- PDF Converter Assistant
- PDF2XL

References

Rolla Don Hassen: 714-585-2706 Division Director-Robert Half Finance & Accounting

Julie Lehman: 949-836-2010 Vice President TIC Closings-CORE Realty Holdings, LLC