

CHRISTINA LERMA

OBJECTIVE

To obtain a position that is equivalent to my abilities, where my personnel and administrative duties can best be utilized.

EDUCATION

Stephens College, Columbia, MO
Bachelor of Science Degree in Equestrian Business Management

EXPERIENCE

- **Sealy & Company, San Antonio, TX** 2007- 2009
Assistant Property Manager
Responsible for many facets of administration to include data entry, copying, filing, sending/receiving mail, printing/updating reports, entering/editing vendor and tenant information in MRI and ACT, coding invoices, ordering office supplies, organizing and tending to the vendor and tenants needs.
- **Cordillera Ranch, San Antonio, TX** 2005-2007
Receptionist
Responsible for customer service and registration. Correlating and distributing documents pertaining to the property of Cordillera Ranch Subdivision. Served as a liaison between Clients, the Developer, Vice President, Office Manager, Membership director, and Real Estate Agents with the daily coordination of the business office. To include, but not limited to, answering a multi-line phone system, screening calls and directing them to the appropriate individual, attending to the needs of residents, daily correspondence, copying, filing, mail and mail-outs and ordering everyday office supplies.
- **The Schwartz Family, East Hampton, NY** 2004-2005
Assistant/Nanny (Temporary)
Responsible for the needs of the household to include child care, on-time arrival to school and safe return home while also driving them to their social activities. Main responsibility was tending to the needs of a baby boy, such as bathing, feeding, entertaining, changing, etc. In addition, served as an administrative assistant (filing, copying, and mail) and a personal assistant (grocery shopping, picked up dry cleaning) to the family.
- **Camp Vega, Kents Hill, ME** Summer 2003 & 2004
Camp Counselor/Horse Keeper (College Internship)
Responsible for the care of 18 horses and ensuring the health and well being of over 20 children ages 6-15. Education was based around the discipline and care of horseback riding. Children learned ground/riding safety, mounting/dismounting, leading, grooming, feeding, clipping, stall cleaning, tack cleaning (taking bridles apart and putting them back together), learning parts of tack, differences in disciplines, riding, lunging, jumping, showing, breeds, colors, and proper attire.
- **Olive Garden, Columbia, MO** 2001-2003
Sales/Restaurant
Served as the certified trainer of the host staff. Provided excellent customer service as a server and trained in the fine arts of wine and Italian foods.
- **Saddlelite Center, San Antonio, TX** 1999-2000
Horse Keeper
Responsible for the care and well being of 7 horses used for a therapeutic riding center. Care included feeding, watering, turning out, brining in, stall cleaning, grooming and occasional exercising.
- **Academy, San Antonio, TX** 1999-2000
Sales Associate
Performed routine assignments and tasks associated with retail sales and customer service.