

MAMINA KRISTINA

ADMINISTRATION ASSISTANT

702-556-3135



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1420 Clipperton Avenue,
Henderson, NV, 89074



PROFESSIONAL SUMMARY

An organized, goal-oriented professional with experience in continually maintaining an upbeat attitude while managing multiple projects and complex administrative tasks. Interacted calmly with demanding clients, the internal team including top leadership. Professional, flexible, and maximized time to meet important deadlines while working independently in a remote environment. Offering a unique combination of administrative skills with passion and experience in the tennis field to coordinate and manage the USTA program effectively.

SKILLS

- Administrative Expert
- Contract Administration
- Travel Management
- Correspondence Management
- Invoices & Payments
- Relationship Building
- Event Management
- Logistics Arrangement
- TennisLink
- Customer Services
- Facilities Management
- MS. Office Suite
- Calendar Management
- Record Management
- Google Suite

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

Apr 2020 – Oct 2021

Sleek Floors Inc.

- Performed administrative duties such as coordinating travel, managing calendars, reviewing and routing incoming correspondence, database management, tracking and monitoring budgets, and preparing reports.
- Assisted employees and coordinated appointments, meetings, and events including logistics arrangements meeting rooms, materials, and information, and provided secretarial support and minute taking as required.
- Provided support to various management and operational functions, including, but not limited to documentation, filing, emailing, and answering the telephone.
- Prepared and processed invoices and payments, and assisted in the preparation and maintenance of budgets and other financial reports.
- Assisted in the management and cultivation of strategic partnerships with leadership, key partners, other employees, and networks.

PROPERTY MANAGEMENT

Jan 2011 – Mar 2020

ISG inc, Henderson, NV

- Developed rental agreements, selected qualified tenants, provided administrative and operational support, collected deposits and rents, and enforced terms of agreements.
- Managed high traffic potential leads and ensured rental applications are completed and information is accurately entered into Software.
- Promoted resident satisfaction and retention by responding to complaints, questions, and requests on time.
- ~~Provided coordination and supported events, meetings, and conference facilities as required.~~
- Conducted inspection of grounds, facilities, and equipment to determine if repairs or preventative maintenance is required on a weekly/daily basis to monitor performance.
- Provided information and direction to vendors, facilities staff, and other service providers as required to ensure excellent coordination and execution of work, with minimal disruption.
- Reviewed periodic reports including financials reports for the property owner, and explained variances. Managed invoices and ensured proper cost center coding.

CONCIERGE**Sep 2008 – Feb 2011**

Palms casino and Hotel, Las Vegas

- Planned and coordinated travel itineraries for clients, out-of-town guests, and corporate employees consisting of a hotel, meal, transportation, excursions including day/night event reservations.
- Built and maintained healthy relationships while interfacing confidently with people of diverse levels and backgrounds resulting in increased business.
- Supported planning, directing, and coordination of day-to-day activities of running a program or events such as corporate retreats and wedding events.
- Addressed resident concerns and issues following the company's customer service standards.

EXTRACURRICULAR ACTIVITIES

- Watching and Following Sports Events and Games especially USTA programs and other Tennis Events
- Played Tennis at School and Providing Coaching to my 2 Daughters for the last 4 years.

PROFESSIONAL EDUCATION

BACHELOR DEGREE IN FINANCE

NSU, Russia

Sep 2002 – May 2007**REFERENCES**

References will be available upon request.