



ERIN PINEGAR

📞 702.510.6227

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🌐 [linkedin.com/in/erin-pinegar-27b3a930](https://www.linkedin.com/in/erin-pinegar-27b3a930)

SUMMARY

A results-driven professional with a customer service mindset. Strong communication skills, thorough with attention to detail in daily professional matters. Dedicated to growth through continuing education and new opportunities.

SKILLS & VOLUNTEER WORK

- Communication
- Event Planning
- Discreet
- Management Skills
- Concur
- Customer Service
- Analytical Thinker
- Multitasking
- Intuitive
- NICU Volunteer
- Wish Granter for Make A Wish

ACCOMPLISHMENTS

- Reduced deficit from \$30k to \$300
- Investigated and resolved fraudulent charges found within internal team
- Key contributor of the transition with new inquired company
- Exceeded sales goal by 38% in first quarter
- Awarded "Employee of the Month" and "Employee of the Quarter" within first year

EXPERIENCE

FirstService Residential Nevada

Executive Assistant | Oct. 2013 - Present

- Essential support to the executive team
- Liaison for board of directors on key transitional phases
- Provide supplemental services to multiple departments
- Analyze and audit employee internal financials and resource usage
- Audit and consolidate payroll invoices for 60+ associations
- Facilitate monthly dues and management fees for 60+ associates
- Oversee and delegate Cintas orders and billing

CANYON GATE COUNTRY CLUB

Wedding & Event Coordinator | Jan. 2013 - Jun. 2013

- Booked weddings and events with an emphasis on upselling
- Customized packages to meet specific wants
- Programmed and executed individual plans with the coordination of vendors, in-house staff and executive team
- Amplified reputation at trade shows to solicit new clients

CAESARS ENTERTAINMENT- HARRAH'S LAS VEGAS

Head Hostess | Apr. 2006 - Jan. 2013

- Met the needs of high-end clientele and forged great relationships
- Orchestrated nightly reservations from casino hosts for smooth transition
- Built brand loyalty and ensured positive experiences
- Spearheaded coordination of elite dining for Seven Star guests

ADIDAS SPORTS PERFORMANCE

Sales Associate | Apr. 2009 - Jul. 2010

- Lead sales associate
- Discreetly assisted elite clientele
- Created quarterly window displays based on corporate guidelines



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EDUCATION

University of Nevada Las Vegas

2005 - 2009 | GPA: 3.8

Bachelor's of Science Degree of Physical Education in Secondary Education

REFERENCES

Caren Carrero
willeoh@yahoo.com
702.499.0806

Metrius Fair
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Larry Hartman
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Letter of recommendation upon request

To whom it may concern,

Thank you for taking the time to review my resume. It highlights my knowledge skills and qualifications that I have obtained throughout my career. I bring to the table vast experience, knowledge, leadership and communication skills. I am detail oriented, have a record of meeting strict deadlines, managing effective teams and systematizing plans for easy follow through.

My background in customer service and project management has given me the ability to coordinate and upsell high-end events and transition from the corporate office to satellite properties in training new employees. I'm organized, a fast learner and adapt well to new settings.

My outgoing and friendly personality allows me to interact well with staff, clients, and vendors. I pride myself on my communication skills, bringing the right amount of enthusiasm, professionalism and knowledge to each meeting. I work well as an individual or as a team player doing whatever necessary to get the job done successfully.

Please let me know if you have any questions. I look forward to speaking with you in further detail.

Kindest regards,
Erin Pinegar