

Executive Assistant 7.24.23 - Executive Assistant- V&T Railway

Contact Information -- Person ID: 25881221

Name: Austin Michael Quattrini Address: 2499 Bertha Ave
South Lake
Tahoe, California 96150 US

Home Phone: 6315123593 Alternate Phone:

Email: Austinspurs8@gmail.com Notification Email
Preference:

Former Last Name: Month and Day of Birth: 10/11

Personal Information

Driver's License: Yes, California , Y4596502 , Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? High School

Preferences

Minimum Compensation:

Types of shifts you will accept: Day , On Call
(as needed)

Objective

Looking to leverage skills in customer service, communications, analytics and critical thinking into an entry level position with opportunity for advancement in a growing service industry leader corporation.

Education

High School Did you graduate: Yes
Longwood High School Highest Level Completed: 12
9/2009 - 6/2013 Did you receive a GED? No
Middle Island, New York Degree Received: High School Diploma

Work Experience

Owner Support Supervisor Hours worked per week: 40
10/2018 - Present Name of Supervisor: Jeff Pearson - General
Manager
Tahoe Beach & Ski Club May we contact this employer? Yes
Tahoebeachandski.com
3601 Lake Tahoe Blvd
South Lake Tahoe, California 96150
5306416220

Duties

HR enrollment
Accounting Duties
Board Meetings Organizer
Bookkeeper
Data Entry
Board of Directors Liaison
Assist with Executive decisions between the GM
Owner Support Supervisor
Hospitality
Front Desk experience
Management experience

Reason for Leaving

Looking for new opportunities

Administrative Assistant

11/2017 - 9/2018

Associa
 Associaonline.com
 3338 Sandy Way
 South Lake Tahoe, California 96150
 5304940909

Hours worked per week: 40
 # of Employees Supervised: 0
 Name of Supervisor: Danika Legalley - Community Manager
 May we contact this employer? Yes

Duties

Organized and prepared correspondence relating to association business.
 Received and responded to incoming calls from homeowners, Board members and vendors.
 Followed through on various requests.
 Reviewed invoices for completeness/accuracy of charges and prepared payable vouchers for manager's approval if not completed by Telephone Operator.
 Processed and distributed incoming and outgoing mail for the office and Associations.
 Prepared and assisted community managers with monthly board packages and in house mailings.
 Updated homeowner and association information in C3 and shared files.
 Kept work spaces organized and maintained. Alerted Office Manager of low supplies and assisted in supply stocking and distribution.
 Processed print jobs, scanning and faxing as general office support when needed.
 Filed association documents for Community Managers. Arranged for delivery and pick up of documents from storage when necessary.

Reason for Leaving

Felt as if I was unsatisfied with this industry. Did not feel as if I had a passion for this industry.

Front Desk Agent

4/2016 - 11/2017

Tahoe Seasons Resort
 Tahoeseasons.com
 3901 Saddle Road
 South Lake Tahoe, California 96150
 530-541-6700

Hours worked per week: 40
 Name of Supervisor: Stephanie Gomez - Front Desk Manager
 May we contact this employer? Yes

Duties

Tahoe Seasons Resort has taught me numerous things and has given me a ton of experience since I've started. I have grown and learned many different things including how to handle numerous situations with guest's wants and needs. I've had the opportunity to communicate with people from all over the world. Working in a Resort has taught me how to communicate and coordinate with the other departments in the Resort like the Engineering, Housekeeping, Bell/Valet and Security departments to make every little detail perfect so that guests have a wonderful stay and memorable experience. Working with my Front Desk team has also improved my communication skills. I really enjoy working here and helping to prepare everything week by week. I have had numerous occasions where I would have to work in a situation under pressure and I feel as if I step up for myself and my co-workers to take control of the situation and find a resolution to solve whatever issue there may be. My General Manager, Executive Assistant, Front Desk Manager and I get along very well if needed as references.

General Manager: Tamara Hollingsworth - (530)541-6700 ext.: 594

Executive Assistant: Tiffany Celnar - (530)541-6700 ext.: 510

Front Desk Manager: Stephanie Gomez - (530)541-6700 ext.: 547

Reason for Leaving

Found a new position

Operator/Dispatcher

4/2014 - 9/2015

CMS Monitoring
 Cmsmonitoring.com
 2211 Route 112
 Medford, New York 11763
 (888)289-2800

Hours worked per week: 40

Name of Supervisor: N\A - N/A

May we contact this employer? Yes

Duties

Monitored residential/commercial Alarm systems country wide. Dispatched Police/Fire/Medical

Reason for Leaving

I moved

Certificates and Licenses

Type: Drivers license

Number: Y4596502

Issued by: DMV

Date Issued: 10 /2016 Date Expires: 10 /2020

Skills

Office Skills

Typing: 50

Data Entry: 0

Additional Information**References**

Professional

Pearson, Jeff

General Manager

3601 Lake Tahoe Blvd

South Lake Tahoe, California 96150

7758432929

[Jpearson@tahobeachandski.com](mailto:jpearson@tahobeachandski.com)

Professional

Valdez, Robyn

530-208-8678

Robynaiko@hotmail.com

Personal

Montgomery, Kathleen

Board President

Sacramento, California

9168011144

Ladyiris49@gmail.com

Professional

Kemper, April

Owner Support Manager

775-303-2219

email.april2day@gmail.com

Professional

Legalley, Danika

Community manager

775-781-3221

Dlegalley@associasn.com**Resume****Text Resume****Attachments**

Attachment	File Name	File Type	Created By
Austin_Quattrini_Resume_short.pdf	Austin_Quattrini_Resume_short.pdf	Resume	Job Seeker

Agency-Wide Questions

1. Q: Have you been previously employed by Carson City?

A: No

2. Q: Are you related to a current or former employee of Carson City?

A: No

3. Q: If you stated "yes" to the above question, please state the employee's name and the department for which they work.

A: N/A

4. Q: How did you learn of this vacancy?

A: Indeed

5. Q: Are you a veteran who has been honorably discharged from the United States military? If so, please attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" to your application at time of submittal.

A: No

6. Q: Are you currently a citizen of the State of Nevada?

A: No

7. Q: Have you ever been convicted of a misdemeanor, gross misdemeanor or felony? PLEASE NOTE: IF YOU RECEIVE AN OFFER OF EMPLOYMENT AND IT IS DISCOVERED THAT YOU FAILED TO ANSWER THIS QUESTION TRUTHFULLY, YOUR OFFER OF EMPLOYMENT MAY BE REVOKED. If you have questions, please contact Human Resources at (775) 887-2103 before you submit your application.

A: No

8. Q: If you stated no above, please state N/A. A conviction or guilty plea will not necessarily disqualify you for this. If you stated yes above, list all such offenses and provide date, name of court, and disposition. You may omit minor traffic violations for which you paid a fine of \$50 or less.

A: N/A

9. Q: By clicking on the "yes" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment is "at-will", unless specifically stated otherwise. "At will" means Carson City may terminate my employment at any time, with no advance notice, and for any reason or no reason. I understand that if I am asked, I will have to verify any and all information given on this application. I understand that this application is the property of

Carson City and will not be returned. If I am hired, the application will become part of my personnel file. I authorize Carson City to investigate my background by contacting my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to submit to a criminal background check. I may be required to submit to a pre-employment drug and/or alcohol test. I understand that if I am hired into a sworn position with the Fire Department or an FTA/FMCSA covered position, I will be subject to random drug and/or alcohol testing. I may be required to participate in a written examination, oral examination, medical examination and/or any other examination deemed necessary by the Department/Office to determine if I meet the minimum qualifications of the position. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Carson City participates in E-Verify.

A: Yes