

STEVEN CORTINAS
(323) 828-7798
stevencortinas@hotmail.com

Highly organized. Managed daily communications, including high-volume email inbox management. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Managed complex calendars, scheduling meetings, appointments, and travel. Prepare meeting materials including agendas and follow-up schedules. Organized events and talent acquisition. Proficient in MAC, Microsoft Office, Microsoft Teams, and Google Suite. Proficient in Final Cut Pro, Adobe Premiere, and 85WPM typing.

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT TO GENERAL MANAGER **12/2024 –12/2025**
Toyota – Houston, Texas

Head of 5-person admin team at Mike Calvert Toyota. Direct liaison between the General Manager, all department heads, and 270 employees. Arranged GM's daily and monthly schedule. Organized all financial transactions for the dealership for the GM's approval. Arranged performance reviews for salespeople and managers. Booked travel, organized dealership events, took meeting minutes, performed customer service, and kept track of all sales, parts, and employment records.

EXECUTIVE ASSISTANT/PROPERTY MANAGER **January – November 2024**
Chamberlain University – Pearland, Texas

Direct admin to the president of the university. Scheduled meetings between president, associate deans, national team members, representatives from other schools, and all student and faculty members. Managed budget, invoices, and expense reports for all offices purchases. Assisted with presentations to students and faculty, including meetings and events. Managed campus operations: building maintenance, creating and repairing I.D. badges, coordinating graduation, new student orientation, office and student parties, and award ceremonies.

PRODUCTION COORDINATOR **2020 – 2023**
Dog Gone It Productions – Los Angeles, CA.

Personal assistant duties to film production manager. Organizing shooting schedules, liaison between actors and production, running errands, transporting film equipment, personal assistant to actors on shooting days. Multiple award-winning film projects.

BRAND AMBASSADOR**2018 – 2020****On Board Experimental Marketing – Sausalito, CA**

Customer service rep and production coordinator for on-site events (*Nike, Destiny 2, Call of Duty*). Assisting with event set-ups, presentations, and customer relations.

EXECUTIVE ASSISTANT**2017 – 2018****Asylum Entertainment – Sherman Oaks, CA**

Executive Assistant to company owner and multiple VP's. Scheduling Meetings, Liaison between clients and employees. Main Front desk reception duties. Deliveries and pickups. Maintaining inventory.

PRODUCTION COORDINATOR**2012-2017****Contour Entertainment Inc. – 15036 Delano St, Van Nuys, CA. 91411**

Executive assistant and client liaison. Coordinated deliveries and pickups for computer parts, overnight packaging, purchasing of robot parts, and office supplies. Managed expense reports and budgets for co-workers and supervisors.

EDUCATION

San Jacinto Junior College (Houston, TX)

North Shore High School (Houston TX)