

Cristina Mandera

Coordinator Assistant Volunteer

Las Vegas, NV 89123

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(702) 506-4595

Work Experience

Coordinator Assistant Volunteer

Psychology Department-University Nevada Las Vegas - Las Vegas, NV

December 2017 to May 2018

Helped to collaborate and build relationships amongst OUMP and UNLV. Helped design and conduct programs and workshops. Assisted the UNLV Psychology Department on various diversified projects. Assessed and evaluated OUMP activities and initiatives.

Marketing Department-Slot Marketing Internship

Stations Casino - Henderson, NV

June 2017 to September 2017

Assisted with the development, administering, and marketing of promotional concepts. An achieved liaison and advisor between the Chief Administrator, employees, and guests to ensure proper lines of communication critical in addressing a myriad of issues requiring immediate resolution.

Licensed Massage Therapist/Chiropractic Assistant

Kruse Park Chiropractic - Lake Oswego, OR

August 2010 to November 2012

Administered therapies, assisted with exams, developed X-Rays, exercise instruction and dictation of SOAP notes. Managed all required aspects of Front Office Administration- Created, implemented, and has experience in the maintenance of Front Office administrative policy and procedures increasing productivity, reducing staffing needs, and improving overall client experience.

Education

Bachelor's in Psychology

University Nevada Las Vegas - Las Vegas, NV

March 2016 to March 2018

Associates in Psychology

College of Southern Nevada - Las Vegas, NV

March 2014 to September 2016