

# Christina Owens

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## SUMMARY:

Creative, focused and determined individual recognized for delivering high volume of work with exceptional collaboration & communication skills to manage partners & build community.. Willingness to constantly learn & incorporate new materials, ideas, and methods into performing to the best of my abilities. Passionate about driving for the best results in any venture that is presented.

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## SKILLS:

Microsoft Office / SharePoint	Strong Interpersonal Skills	Contract Negotiations	Sales Management
Data Entry	Social Perceptiveness	Persuasion	Contract Management

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## EDUCATION:

California State University Long Beach  
**Bachelor of Art in Recreation**

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## PROFESSIONAL EXPERIENCE:

**Bellwether Institute** Long Beach, CA October 2025 - Current  
*Executive Assistant & Project Manager*

- Efficiently schedule and coordinate meetings, appointments, and high-priority engagements.
- Design and deploy digital surveys, polls, and online forms to gather actionable insights.
- Provide comprehensive administrative assistance to the Company President, proactively managing all professional needs and operational requirements.
- Engineered the startup's operational foundation by researching and implementing HubSpot CRM and monday.com, centralizing data and streamlining cross-departmental workflows.
- Optimized project visibility by configuring monday.com boards to track milestones, resulting in enhanced team accountability and 100% on-time delivery of early-phase goals.
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**Video Voice Data Communications** Garden Grove CA March 2020 - October 2025  
*Permit Coordinator*

- Led 5-10 aerial & underground engineering projects at a given time from planning through execution, ensuring timely delivery.
- Coordinating with contractors to complete permit packages with engineering plans and insurance documents
- Work with different jurisdictions to process permits with cities, counties, railroads and all intended administrations
- Maintaining client relations by producing completed projects in a timely manner
- Managing specialty project for power supplies

**Kinecta Federal Credit Union** Manhattan Beach CA October 2019 - February 2020  
*Sales Assistant I*

- Data entry for financial investments
- Communicating with clients about their investments and withdrawal programs
- Completing forms, processing money market exchanges, deposits and transactions
- Work in partnership with credit union on referrals for both teams
- Weekly production reports to monitor fund transfers

**Verizon Wireless**  
*Sales Representative*

Lakewood CA

May 2013– August 2019

- Analyze customer needs and present value-added solutions
- Provide customer with understanding and coaching on the products they purchase
- Support daily business operations, customer transactions and auditing cash receipts daily
- Work with business accounts to provide less costly solutions and growth opportunities

**Ascendant Marketing and Media**  
*Production Coordinator*

Long Beach CA

October 2012 - March 2013

**Ability First**  
*Job Coach*

Long Beach CA

June 2011-October 2012

**Ascendant Marketing and Media**  
*Customer Service Specialist*

Long Beach CA

June 2009 – January 2011

**Summer Winter Action Tours**  
*Operations/Sales Manager*

Costa Mesa CA

June 2008 – January 2009