

SARINA WATSON

917 385 6258

calmingspacemassage@gmail.com

Massage Therapist/Administrative Admin

Skills and Proficiencies

- MS Word, Excel, PowerPoint, Lotus 123
- Aleph, Fast Trak, & MOM
- Interdepartmental Coordination
- Excellent interpersonal skills, office etiquette and phone manners
- 65 -70 wpm Typing Speed

PROFESSIONAL EXPERIENCE

- Owner of Calming Space Massage Mobiles Services** Atlanta, GA/NY, NJ 2014-present
Work as Licensed Massage Therapist/Independent Contractor
Send Massage Therapist out to do In-Home and Corporate Massage Events. Assist in Healing process of muscle soreness, reduction of pain and neuromuscular issues. Engage in relaxation of muscles and tension and remove knots in various muscular areas of the body caused by trigger points. Promote and induce balanced blood circulation and apply deep tissue massage when requested to decrease muscular tension using various massage strokes. Work with pregnant clients applying prenatal massage to relieve aches and pains in lower body due to pregnancy. Assist clients with issues such as Sciatica, Piriformis Syndrome, Carpel Tunnel, Frozen Shoulder, and other muscular injuries and issues. Attend and work a lot of On-Call Corporate, Mobile (In home massage), Events and Chair Massages at various locations.
- Smart Payment Plan (Work At Home) Smart Advisor** Hapeville, GA 2014-2015
Assisted, advised and worked with clients in paying their car loans, personal loans, and other bills such as home mortgages, utilities insurance, credit cards and more. I create client's account and setup a debit schedule that allows funds to be drawn out of their account on a weekly, bi-weekly, semi-monthly or once a month schedule, which pays their loans that they've setup with our Company. When issues arise regarding lenders not receiving the client's funds, I act as a liaison between the lender and the client and resolve matters such as understanding why the client's funds haven't reached the lender or why the payments are late. Handled all customer service issues with the client. I handle all debits from client's bank accounts and sometimes issue credits, cancellation fees and NSF fees when needed.
- Temp Assignments (mostly due to attending college)** New York, NY 2012-2013
The Good Shepherd/YAI (Young Adult Institute) –Receptionist – Greeted clients and guest who entered the facility, handled light Admin work when needed. Received all incoming mail such as Fedex/UPS and Postal Services. **Gibson & Dunn-Clerk** – Assisted in handling large copy jobs doing Velo, Spiraling and Wire Binding, creating Custom Tabs, Large Binders, Burning CDs and DVDs, and inputting billing for all Job Tickets using Excel. **Future Memories-CSR** – Handled Customer Service issues regarding payments, backorders and when items would be available. **Fugazy-US Tennis Open-Reservationist** - Coordinated car reservations for all Tennis Players and USTDA VIP members at the US Open and handled all customer services issues regarding pick-ups and drop-offs to and from Hotel, private residence, and airport.
- Polygon US Group - Catastrophe Admin.** - Worked doing the payroll for Demolition and Reconstructive workers during Hurricane Sandy. Input data using Lotus 123 to do Equipment and Supply Inventory on a daily basis.
- Management Consultant Personal Manager, Entertainment** New York, NY 2009-2012
Managed the professional career of up and coming Actor J.J. Singleton. Counseled and advised on most effective method to handle professional interviews and successfully approach auditions, as well as interact with both print and electronic media. Facilitated Daily News and Harlem News interviews and publicity to increase career visibility.
- Eric Goldsmith, M.D., LLC Office Assistant** New York, NY 2007-2008
Managed office supply and equipment needs, created spreadsheets to handle payments, invoices and patient payments, Incoming phone call management, customer assistance and service. Maintained Patient Database and incorporated input for all new patients, as well as upgraded computer software.

EDUCATION

NY College of Health Profession, AOS in Massage Therapy, New York, NY (Graduated 5/11/2013)

Studied: Medical, Swedish, Asian, Deep Tissue, Reflexology Massage, Trigger Point Therapy, Stone Massage and Prenatal

CPR/First Aid/AED Certified New York, NY

H&R Block Certificate Tax Preparer New York, NY

VOLUNTEER -

- Currently work with Hands On Atlanta since Covid-19 Pandemic, putting food care packages together and also delivering food to those in the Community who are having difficulties during Covid-19
- Assist during Holidays feeding the Homeless
- Worked for 10yrs volunteering with the Harlem NY Chambers of Commerce doing various events