

# **Christine Moore-Ballentine**

*14905 Seeley Avenue  
Harvey, Illinois 60426  
(708) 655-4174*

## **PROFESSIONAL EXPERIENCE**

### **CMoore Realty Group, Inc.**

Managing Broker/Realtor: perform all duties related to Real Estate with an emphasis on customer service. Excellent presentation skills and a pleasant attitude. Proven organizational skills and attention to detail. Track record of sales success and meeting quotas. Impeccable communication and negotiation skills.

### **Kid's Kickstart Home Daycare - Harvey, Illinois (January 1995 – 2022)**

Daily operations included: submitting monthly reports in a timely manner, maintaining accurate records and training personnel. Attended workshops to learn new approaches to teaching and motivating Parents and children. Also, became proficient in problem analysis and solving, as well as, effective grant writing skills.

### **National Black MBA Association – Chicago, Illinois (June 1992 – December 1994)**

Assisted the Chief Executive Officer in recordkeeping, office automation, travel arrangements, meeting minutes, and special projects.

### **Morton International, Inc. – Chicago, Illinois (June 1989 – June 1992)**

Supported Engineers with word processing, travel arrangements, and meeting set-up.

### **Illinois Housing Development Authority – Chicago, Illinois (August 1984 – June 1989)**

Assisted Chief Financial Officer with daily operations of the Finance Department which included: word processing, special assignments, scheduling, and meeting preparation.

## **EDUCATION**

Real Estate/Managing Broker License through State of Illinois (2020)

Moraine Valley Community College – Palos Hills, Illinois (June 1996)

Prairie State Community College – Chicago Heights, Illinois (June 2001) AAS In Early Childhood Education

