
Profile

Natalia

First Name

Hester

Last Name

natalia.reydlo@gmail.com

Email Address

1128 12th avenu N.

Street Address

Suite or Apt

Naples

City

FL

State

34102

Postal Code

Mobile: (239) 776-9676

Primary Phone

Alternate Phone

Conroy, Conory & Duranta PA

Employer

legal Assistant

Job Title

Employer's Address

2210 Vanderbilt Beach Rd Naples, FL 34109

Which Boards would you like to apply for?

Community Redevelopment Agency Advisory Board: Submitted

Member Category (if applicable)

Board memeber

What district do you live in? *☒ City Resident**How long have you held your current residency status?**

5

Do you now hold public office?☐ Yes ☒ No**If yes, what is the office?****Are you a registered voter of Collier County?**☒ Yes ☐ No

Are you employed by the City of Naples or any other governmental body?

☐ Yes ☒ No

Are you related to anyone employed by the City of Naples?

☐ Yes ☒ No

Question applies to multiple boards

Do you acknowledge review of and no conflict with Article IX Code of Ethics of the City of Naples Code of Ordinances?

☒ Yes ☐ No

Please list any City of Naples boards or committees on which you have previously served:

Please indicate any City of Naples board or committee on which you currently serve:

Do you serve on a board or committee of Collier County or other government?

☒ Yes ☐ No

If so, what is that board or committee?

I am the Alternate Member of the CRAAB and I have enjoyed my time with the Board. I want to continue to serve in full capacity .

Please list your community activities (civic clubs, neighborhood associations, etc.)

Frequent volunteer for Gulf Coast Runners

Please provide the name and address of a local individual who can confirm your background and experience.

Dan Sexton 1093 14th Ave N, Naples, FL 34102

[Natalia_Hester.pdf](#)

Upload a Resume

Please upload a professional headshot to be displayed on the City's website if appointed to board.

Natalia R. Hester
1128 12th Ave N
Naples, FL 34102

(239) 776-9676
Natalia.reydlo@gmail.com

Bilingual personal assistant, office manager, business development and marketing, legal assistant who works well under high-pressure situations. Energetic and organized professional committed to the utmost level of confidentiality and loyalty.

EXPERIENCE

Legal Assistant in Real Estate -Aug 2020 – Present- Conroy, Conroy & Durant P.A. | Naples, FL

- Prepare affidavits, legal correspondence and documents, including deeds, timeline, contracts and real estate closing statements
- Organize and maintain legal documents in paper and electronic filing system
- Act as point of contact for clients
- Meet with clients and other professionals to discuss details of each case
- Research, analyze and compile data, statutes, decisions, legal articles, codes and documents
- Coordinate office activity and events
- Write and edit representation contracts, purchase agreements, closing statements, deeds and leases
- Consult with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates
- Contact utility companies for service hookups to clients' property
- Arrange for title searchers to determine whether clients have clear property titles

Office Manager, Business Development and Marketing, Personal Assistant, Dispatcher Mar. 2014 – May 2018

Just Like Family Home Care & Just Like Family Concierge Medical Transport Naples, FL

- Manage owner's day-to-day calendar and schedule
- Keep owner's sensitive personal and professional material confidential
- Support owner in hiring staff
- Train and set up new hires and technical support for office staff

- Handle payroll for more than 35 employees
- Review and finalize contracts for both JLF companies
- Control and prioritize correspondence for bill payments
- Generate and post high volume invoices and make deposits
- Maintain office efficiency
- Stock and re-order office supplies
- Market and represent business to maximize exposure
- Utilize billing software integration, including Quickbooks and numerous software for Home Care and ambulance dispatching
- Assess and dispatch calls for ALS and BLS ambulance services in Collier and Lee County

Legal Assistant in Real Estate and Estate Planning Law Mar. 2013 – Jan. 2014

Forsyth & Brugger, P.A. | Naples, FL

- Prepare affidavits, legal correspondence and documents, including briefs, pleadings, appeals, wills, contracts and real estate closing statements
- Organize and maintain legal documents in paper and electric filing system
- Act as point of contact for clients
- Meet with clients and other professionals to discuss details of each case
- Research, analyze and compile data, statutes, decisions, legal articles, codes and documents
- Coordinate office activity, including delivery of subpoena
- Write and edit representation contracts, purchase agreements, closing statements, deeds and leases
- Consult with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates
- Manage property closings by overseeing signing of documents and disbursement funds
- Arrange for title searchers to determine whether clients have clear property titles
- Develop referral networks of attorneys, mortgage lenders, and contractors for clients
- Contact utility companies for service hookups to clients' property

Manager May 2008 –

Dec. 2008

Fizz Champagne Bar | Halifax , Nova Scotia, Canada

- Manage day to day operations
- Prepare payroll and make deposits
- Order food and supplies for stock of restaurant

**Couture Bridal Manager
2007**

Dec. 2005 – May

Winchester's Bridal | Halifax, Nova Scotia, Canada

- Maintain records of goods ordered and received
- Locate and interview gown vendors to determine product availability and terms of sales
- Direct and coordinate activities of personnel engaged in selling and customer service
- Place orders of products specializing in custom orders and sales of Couture wedding gowns

Food Service Manager, Waitress, Hostess

Jun. 2003 – Dec. 2005

Hamachi House and Hamachi Steakhouse | Halifax, Nova Scotia, Canada

- Monitor Compliance with health and fire regulations regarding food preparation and building maintenance
- Greet and seat guests
- Make conversation with patrons to ensure satisfaction with food and service
- Respond to complaints

EDUCATION

Dalhousie University | Halifax, Nova Scotia, Canada

2003

Bachelor of Arts (BA) in Psychology

Universidad del Norte | Baranquilla, Atlantico, Colombia

1999-2001

British International College | Baranquilla, Atlantico, Colombia

1999

ADDITIONAL SKILLS

- Bilingual in English and Spanish
- Fast learner, reliable, hard-working
- Independent and self-sufficient
- Formal Art History Education throughout youth
- Great multi-tasking and organizational skills
- Excellent customer service
- Not afraid of a challenge
- Extremely passionate and caring
- Runner and health conscious individual
- Can clean and cook healthy meals for large numbers of people
- Great with children and animals
- Good with supervising and managing
- Household manager

VOLUNTEER WORK

- Naples Daily News Half Marathon
- Gulf Coast Runners
- Girls on the Run Collier County
- PACE Center for Girls
- Shelter for Abused Women and Children
- Wellfit Girls | Naples, FL

PERSONAL ACCOMPLISHMENTS

Active Runner

- Completed 12 Half-Marathon Distance Races , 9 Marathon Distance Races and 50K Trail Race

REFERENCES

- Available Upon Request