

**Profile****Natalia**

First Name

**Hester**

Last Name

**natalia.reyalo@gmail.com**

Email Address

**1128 12tha aven 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 membeber

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

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**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?**

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Yes  No

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

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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?**

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Yes  No

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

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

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

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Yes  No

**If so, what is that board or committee?**

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

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

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Frequent volunteer for Gulf Coast Runners

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

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

[Natalia\\_Hester.pdf](#)

Upload a Resume

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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

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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.

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## 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**

**Dec. 2005 – May**

**2007**

**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

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## **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**

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#### 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

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#### 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

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#### PERSONAL ACCOMPLISHMENTS

##### Active Runner

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

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#### REFERENCES

- Available Upon Request