

CHRISTINA HERRERA

Business Manager

LWC

As Business Manager, Christina is responsible for implementing, tracking, and reporting on strategies for the efficient execution of LWC operations, accounting, finance, payroll, leases, contracts, Information Technology and Human Resources functions. Christina oversees LWC's time management and cloud-based filing systems, accounts payable and accounts receivable, and assures compliance with local, state and federal employment laws and guidelines. She works closely with LWC owners and senior management team to identify, compile and assess key performance indicators and evaluate tactics for optimum corporate performance.

Christina is also responsible for forecasting LWC project workload relative to staff capacity, budgets and salaries, and working with senior managers to assure that key milestones are met, LWC work is delivered on time, within budget, and exceeds client expectations and industry standards.

Christina manages LWC's 401(k) and Cash Balance Plan, and works closely with third-party vendors and clients to assure adequate and uninterrupted worker's compensation, professional liability, commercial general liability, and automobile liability insurance as well as employee health, dental, vision, long-term disability, and life insurance.

Christina holds a Bachelor of Science degree in Business Administration, with a concentration in Finance, from California Polytechnic University, San Luis Obispo.

Christina's responsibilities include:

- Operations and forecasting
- Accounting and financing
- Assuring compliance with local, state and federal labor laws
- Tracking project billing, invoicing and collections
- Evaluating staff and project performance (utilization rates, budget burn rate, profitability)
- Calculating and maintaining accurate hourly rates and overhead rates
- Assuring consistent and adequate insurance coverage and providing Certificates of Insurance
- Overseeing cloud-based time management and Human Resource platforms
- Tracking Key Performance Indicators
- Contract review, evaluations and execution
- Office leases and office management
- Evaluates and maintains employee benefit programs



PAST WORK EXPERIENCE

VR Group, Inc. (Vina Robles Winery)

Paso Robles, CA, Accountant

February 2017 - 2018

Stalwork, Inc.

San Luis Obispo, CA, Operations Manager

May 2011 - July 2016

EDUCATION

California Polytechnic State University

San Luis Obispo, CA, B.S, Business

Administration, Concentration in Finance