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## Professional Summary

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As the CEO of The Rafter D Corporation, a certified WBE-DBE, Christina Gainor oversees a staff of 7 and is instrumental in the day to day operational function of the corporation. Her duties include, contract review, negotiating insurance contracts and equipment/tool acquisitions, management of Administrative and Finance Departments including accounts receivable, accounts payable, payroll, and banking functions.

Christina Gainor has an impressive history in Administrative & Finance Departments in a variety of industries. Her background spans industries including Legal, Public Education, Power Distribution and Environmental Services.

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### Experience

#### Greenstone Environmental Services – Co-Owner

- Annual Sales \$9 Million

#### Chaffey Joint Union High School District – Purchasing Tech

- Provided support for Assistant Superintendent
- Acted as Assistant for Guidance Counselor
- Promoted to Purchasing Tech
  - Supply Procurement & Management for 9 High Schools
    - Educational Materials
    - Administrative Supplies
    - Sports Programs

#### Butler Telecom Corporation – Administrative

- Provided support for 3 Managers
- Mail Distribution
- Bid preparation and delivery
- Bond preparation
- Switchboard support

#### MacDonald, Detwiller & Associates. Aerospace – Office Services Manager

- Managed Office Services Department
- Ordering materials & supplies for over 600 employees
- Managed and maintained stock and office equipment
- Coordinated large scale employee relocation. Included design and set up of all interior spaces and communication systems.

#### BC Hydro & Power Authority – Administration

- Switchboard Management
- Administrative Support
- Accounts Receivable

#### McQuarrie, Hunter, Fisher & Gates – Administrator

- Provided support for 7 Lawyers
- Front Office Management