

UNITED ALLIANCE SERVICES CORP



GINA KIRVAN

TRAINING COORDINATOR AND
OFFICE ADMINISTRATOR

CERTIFICATIONS

OSHA 10 Hour Construction
Certification

EDUCATION

B.A., Education and English
Emmanuel College, Boston, MA

Gina is a valuable resource to the United Alliance Services team. She plays an integral role in the customer service and organizational strength of our company. She acts as primary liaison between the company and our clients by providing information, answering questions, and responding to requests.

Gina's warm personality makes her a natural for presenting a positive company image by acting as the first line of contact to visitors, customers, and vendors in person, online and via telephone.

As the training coordinator, she works with clients after a contract has been signed to handle all the logistics of the training including all pre and post training needs.

In her role of Office Administrator, she is responsible for coordinating all office activities and operations to secure efficiency and compliance to company policies.