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SUMMARY OF SKILLS & EXPERIENCE

Management/Administration/Sales Skills

Represented language service company in the USA and Canada: selected, contacted and developed new partners and customers; represented company in major trade show; visited potential customers to introduce company and services. Trained in the use of salesforce.com

Performed real estate sales, rentals and real estate project management: worked as sales person, drafted lease agreements, hired and supervised collection, maintenance, construction personnel and architecture services; managed property taxes, construction permits; acted as liaison between landlords and tenants, owners and buyers and developers and construction service providers, often with power of attorney.

Organizational and Leadership Skills

Worked in a fast-paced, changing environment performing different roles and in cooperation with people responsible for multiple tasks; reported bi-weekly to Management in company's South America HQ on status and qualification of leads and customers; managed customer resource database according to company's sales and strategic priorities.

Developed Centre for Peace and Justice's mission and vision within www.innovativecommunities.org; developed a network of strategic institutional and personal connections for the Centre's future operations.

Currently serve with Leadership Team as President of Operations at www.innovativecommunities.org.

Former Rotary Club member, Rotary Youth Exchange Programme Student and Interact Club President.

Translating/Interpreting Skills

Worked as independent translator Spanish > English; English > Spanish in several fields of expertise: legal, financial, international trade, academic, real estate and others; trained in the use of online tools, Trados 2007 and SDLX. Worked as interpreter English <> Spanish, legal and general.

Writing Skills

Writing experience includes: reports, letters for customer service and sales purposes, contracts and agreements, presentations for sales and introduction purposes, mission and vision statements, etc. Trained in the use of MS Word, Excel, Power Point, Outlook; Social Media and CRM.

Teaching Skills

English and Spanish as a Second Language; developed course material and taught executive level business, travel and conversational English and Spanish.

Responsible for training of facilitators' team in order to prepare high school students for UN mock sessions; developed material for training manual and introductory material to UN activities.

EMPLOYMENT HISTORY

Business Development Manager North America. Translation Back Office. Córdoba, Argentina 2009-2010

Hired in order to develop and manage accounts in North America in the legal, Litigation Support, Web Development and Marketing verticals and to represent the company in trade shows and before partners in the region.

Real Estate Development, Sales and Rental Manager. Córdoba, Argentina 2003-2009

The main goal was to develop and expand family business's operations and revenue through purchases, sales, rentals and development projects, and to manage existing accounts.

Instructor. Berlitz English; Focus English. Córdoba, Argentina 1999 - 2003

Planned course material and taught intermediate and advanced conversational, business and travel English and Spanish.

Independent Translator, Interpreter. 2001 - 2010

Spanish <> English. Legal, technical, business, trade, real estate, travel, etc.

Faciliator Operations Centre for Peace and Justice; President of Operations. Innovativecommunities.Org. Victoria B.C. 2009 - 2010

ICO's focus is on relieving poverty and advancing education worldwide with accountability, transparency, good governance and efficiency, through relationships and community building.

EDUCATION

Universidad Blas Pascal: AA in Real Estate Management, Auctions, Brokerage.

Universidad Nacional de Córdoba: Law. J.D., pending.