

Natacha Caroline Jarvis

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PROFILE AND OBJECTIVE Highly organized, detail oriented, dedicated and customer focused professional. Able to work as part of a team, and still **efficiently** on my own. Significant experience in self directed positions, requiring effective support, secretarial and administrative abilities. Proven interpersonal, communicative and multi-tasking skills. Seeking a position where I am able to develop and excel, while giving my best to the company.

WORK EXPERIENCE

NJ Projetos de Traducaao

July 2004 - Present

Owner - Translator and Interpreter

Literary, technical and academic translation projects

Mai English Course

November 2010 - Present

English Teacher

English as a second language and specific purpose language classes

Prenax Inc.

Account Manager
05/27/08 – Present
Concord – NH

Habitacional Imoveis LTDA

Property Manager
12/2001 - 03/2003
Belo Horizonte- MG- Brazil

- Manage properties on a day-to-day basis, portfolio of 300+ residential and commercial rental properties.
- Instrumental in contributing to 10% per year company growth during tenure.
- Execute all critical aspects of property and operations of management.
- Collect rents, calculate payment schedules, and appear in court to press non-payment and lockout cases.
- Prepare vacant properties for showings and re-rental while coordinating with maintenance department for repair items and purchase of supplies, furnishings, etc.
- Assist project manager with renovations.
- Resolve tenant disputes and concerns.
- Exercise vigilant rent collection methods, directing staff on ways to improve efforts and collect rents without having to pursue legal action.
- Ensure all deadlines are met relevant to working with accountants on financial cycle and various city / state inspection and compliance officials.
- Generate daily, weekly, and monthly reports and status updates for owners.

Habitacional Imoveis LTDA

Executive Secretary
02/1999 - 11/2001
Belo Horizonte- MG- Brazil

- Coordinate office management activities for executive.
- Research, compile, assimilate, and prepare confidential and sensitive documents, and brief the executive regarding contents.
- Read and screen incoming correspondence and reports; organize documents;
- Receive and screen incoming calls and visitors, determine which are priority matters, and alert the executive accordingly.
- Compose letters and memorandums in response to incoming mail and calls.
- Transmit directives, instructions and assignments and follow up on status of assignments as liaison between the executive and subordinates and others.
- Operate computers to produce a variety of documents, charts, and graphics in final form.
- Update executive on status of issues before scheduled meetings.

- Prepare agenda and collect materials for meetings, speeches, and conferences; take minutes and keep records of proceedings as required.
- Plan and coordinate arrangements for professional conferences.
- Review, proofread, and edit documents prepared for the executive's signature.
- Take and transcribe dictation on technical and confidential matters from the executive as required.
- Coordinate and facilitate the executive's calendar to arrange appointments, meetings, and conferences.
- Recommend actions to be taken on office expenditures such as equipment and supply needs.
- Attend meetings as executive's representative.
- Establish and maintain various filing and records management systems.
- Make all travel arrangements; prepare itineraries; prepare and compile travel vouchers, maintain all travel records.
- Perform related work as assigned.

Habitacional Imoveis LTDA

Secretary and Receptionist

01/1998 - 01/1999

Belo Horizonte- MG- Brazil

- Answer phones, manage mail, handle customers.
- Respond to email and fax inquiries.
- Draft correspondence and book appointments for managers.
- Coordinate a mass mailing exercise starting from identifying potential clients and following up on leads.
- *Switched the existing delivery system by outsourcing a new local courier service and cut costs by 25% and improved delivery service as well.
- Organization and actualization of files.
- Responsible for taking notes and tracking of subjects discussed during meetings and decisions taken as well.

EDUCATION

Extra curricular Courses: Movies translation levels I an II. (Portuguese to English- Universidade Federal de Minas Gerais)

Universidade Federal de Minas Gerais

Bachelor on English/ Portuguese

Education

1999 - 2003

Belo Horizonte -MG/ Brazil

Colegio Batista Mineiro

High School diploma

1995 - 1998

Belo Horizonte -MG/ Brazil

SKILLS

- Bilingual in English and Portuguese, and working knowledge of Spanish language.
- Excellent customer service skills.
- Abundance of energy and common sense; professional attitude and demeanor; enthusiastic, hard-working, self-directed, good independent judgment; quick study.
- Dependable, organized, efficient team player and self-motivated.
- Ability to make independent administrative decisions; exceptional productivity under stress with strict deadlines.
- Flexible in handling responsibilities; adapt easily to changing environments and responsibilities; creative and innovative problem-solver; excellent administrative, and time management skills.
- Attention to detail with emphasis on completeness, accuracy and appearance.
- Initiative, tact, ability to communicate concepts, objectives and ideas clearly and concisely.
- High degree of personal integrity in the handling of confidential information.
- Computer proficiency; Microsoft Word and other applications as PowerPoint, Microsoft Publisher, Quark Express, PhotoShop, Excel, Access, File Maker Pro, Microsoft Outlook, Lotus Notes and Reference Manager .
- Writing ability (proposals, newsletters, presentations, resumes, cover letters.
- Internet skills