

R e s u m e

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Objective

Looking for a part-time job related to my experience or any other field corresponding to my profile described below.

Professional profile

Management Positions: Administration, procurement, sales, real estate management and independent translator

English / Spanish / English.

Administration

- administrative procedures control
- Staff Management
- Financial responsibility

Purchasing

- Analysis of quality
- Analysis of competitiveness
- Analysis Functionality

Sales

- Analysis of the Market
- Analysis of competitive prices
- Marketing

Real Estate Management

- Administration of property
- Maintenance of common areas
- Recruitment and Staff Management

Translator English Spanish

- Grammatical and Structural Handling of languages
- Objectivity in the semantics language transfer
- Editing and spelling correction

Employment Record

From 2009 up to 2012, independent translator English Spanish, Cancun, Q. Roo, Mexico.

URL: <http://www.proz.com/profile/1463011>

From 2007/2008 Independent real estate promotor, Cancun, Q.R., Mexico.

From 2005/2007 sales manager in real estate, Coldwell Banker, Cancun, Q.R., Mexico.

From 1990 /2004 Real estate sales manager, Royal Resorts, Cancun, Q.R. Mexico.

From 1983/1989 Owner of an English Language Institute, American Linguistic Center, Mexico, D.F.

From 1966/1982 Procurement and property Manager, American Embassy, Mexico, City

Studies

- On 2007 Real Estate Certification, Cancun, Q. R., Mexico.
- On 1995 "the art of sales" course, San Antonio, Texas U.S.A.
- On 1979 "drafting and writing" course, Department of State, Washington, D.C., U.S.A.
- On 1975 "procurement and property" course, Department of State, Washington, D.C., U.S.A.
- On 1969 "General Services Administration" course, GSA, Fort Worth, Texas U.S.A.
- On 1966 "management of expendable and non-expendable supplies" course, GSA, Forth Worth Texas.
- From 1963 to 1965 Business Administration, New York State University, Manhattan, N.Y., U.S.A.

Skills and knowledge

- translation / English /Spanish / English
- Microsoft Office and softword: Word, Excel, Power Point; *Fastword, PDF Creator, Photo Shop.*
- English Teacher
- Motivator Instructor on Sales Techniques.

References *references are available upon request.*