

Sinia Alvarez

Influencer - Socialite

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SKILLS

Website Design	Advertising	Fashion Advisor	Social Media Management
Property Management	Video Editing	Marketing	Content Creator
Tenant Screening	Event Planner	Business	Adobe Photoshop
Process implementation	Shopify	E-Commerce	Adobe Premiere Pro

PROFESSIONAL EXPERIENCE

Connexus Resource Group: CSR-Solutran. Temporary Assignment 12/2/2022 - 1/24/2023

Real Estate: Leasing Specialist, Digital Marketing Specialist & Content Creator. 1/1/2021 - 12/30/2022

Beacon Hill: Supervisor for the client Nan McKay & Associates. Temporary Assignment 3/2022 - 4/2022

Advertising Specialist – E-Commerce, PPC & SEO: January, 2019. - August, 2021.

Bid Updates, Search Term Analysis, Budget Review, Catalog Coverage, Target Analysis and Product Performance Analysis.

Sitel Group: June, 2020. - February, 2021.

Technical Support. Systems: OMS, CRM, SQL, TEAMS, RIO, CAP. / Product Specialist. Systems: AS400, Oracle, CSR.

Indeed Realty: Property Manager: January, 2011. - May, 2019.

- Property manager for 30-50 individual condo units in Miami Beach and Downtown Miami.
- Handled all owner and tenant negotiations.
- Subcontractor management
- Handled Tenant background check.
- Manage inventory of properties and furniture.
- Handle walk-throughs with new tenants and existing tenants
- Organize storage of furniture and other staging materials as needed.
- Management for short term and long term rentals.
- **E-Commerce - Business Coordinator**
- Worked directly with investors that wanted to rent or sell their property unfurnished.
- Sell owner's furniture & products, through online platforms, like Amazon, Craigslist, and OfferUp.

Home Staging: Preparing a private residence for rent/sale, and making it available to show, for potential clients.

Leasing Specialist: Leasing apartments, preparing lease paperwork, showings, and greeting potential clients.

Promo Model for Events: February, 2010. - Present

EDUCATION & ACHIEVEMENTS:

2012 Miami Dade College - French Program.

2013 Miami Lakes Educational Center – High School Diploma.

2016 Community Association Manager (CAM) 18 Hr Pre-Licensing Course.

2018 Fashion Designer & Founder of Sinia Glam - Fashion Brand.

2021 Amazon Retail for Advertisers Certification – United States.