**Fatima Romagnoli Mecenas –Seattle-WA**

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​I am highly motivated ​ for learning and assisting others to succeed. I am known for positive attitude and flexibility which I attribute to my experience in the creative field as well as to my experience working in offices. I am reliable and excellent in multitasking when needed to handle high volume of assignments in an organization including knowledge of legal procedures.

**SKILLS**

* Managing schedules
* Handling sensitive information with discretion and according to best practices
* Communicating verbally and in writing with clients and team members
* Trilingual fluency (English, Portuguese, and Spanish)
* Conducting research using academic databases, books, and periodicals
* Client-focused, computer-savvy

**WORK EXPERIENCE:**

**Position/ Company -** Real Estate Agent/Gurnee and Associates Real Estate – May/2018- present

* Assisting buyers to find properties, negotiate the deal, and handle paperwork
* Assisting sellers get ready the home for sale, determine the sales prices and negotiate the best deal
* Collaborating with other agents to facilitate leads in Spanish
* Developing partnership with loan officers and educate clients regarding special loan programs

**Position/ Company -** Marketing Manager /Agency Doors – DATA 2018- to date

* ​Overseeing all market efforts of the company
* Brainstorming ideas for branding and campaigns
* Analyzing results for future use
* Leading meetings to expand the company overseas
* Facilitating business between Brazil and the Unites States that resulted in 10% growth in reaching out new customers

**Position/ Company -** Producer and Lead Role Actress/ Brazilian Arts Performance Center - 2015 – to date

* Managing business responsibilities including finding the venue location
* Overseeing the project from development through post-production
* Managing the marketing campaign for a theater play at Kirkland Performance Center that resulted in 100% of tickets sold ​

**Position/ Company -** Office Manager/ Four Seasons Cleaning-September 2017- February 2018

* Preparing operational reports and schedules to ensure efficiency on using the company fleet
* Monitoring and maintaining office supplies inventory
* Designing and implementing office system that optimized the time, saving the employees 30 min per day on organizing supplies
* Handling customer inquiries and complaints
* Managing internal staff relations

**Position/ Company -** Office Manager - Capital Builders Inc -

* Allocating available resources to enable successful task performance
* Coordinating schedules, appointments and bookings
* Developing a marketing plan that introduced the company on the digital marketing witch increased the leads generation in 30%.
* Designing and implementing office policies and procedures
* Employee Scheduling and payroll

**Position/ Company** - Law Assistant / Jairo Britto Social Security Law office/ Brazil 2003-2004

* Managing of process, preparation of legal documents and court filings
* Preparing legal documents in judicial and administrative proceedings
* Drafting , analyzing, and reviewing contracts utilized in the day to day business of clients.

Researching regard various labor and social security issues to provide the best solution for the clients

**Position/ Company -** Law Clerk Internship/ Joao Ferreira Law Office Brazil 2001-2003

* Preparing of opinions and comments on business practices utilized by the client company based upon legal analysis, applicable legal statues, and requirements of regulatory bodies.
* Creating of contracts, addendums, term and agreements, meeting minutes, and client intake forms.
* Mediation extrajudicial negotiations.

**CERTIFICATION:**

* WA-Real Estate License #135088

**EDUCATION**:

* Major in Law - 4 years of undergraduate study at a regionally accredited institution-WES Institution/Dates

Maringa State University, Brazil - 2001-2004

* ​ Real Estate Education - 90 hours Seattle, WA – ​May 2018

​Bookkeeping November 2015- Everett Community College