

Fatima Romagnoli Mecnas

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MARKETING & SALES PROFESSIONAL

2+ years experience in creative marketing strategy, sales, and client services. Known for positive attitude and flexibility. Experienced in B2B business development, marketing, and sales.

RELEVANT SKILLS

Marketing: digital marketing (social media), brand strategy, marketing campaign strategy, email marketing, search advertising,

Sales: B2B sales, business development, managing client relationships, customer retention, client satisfaction

Technical: HTML, CSS, Javascript, React, Express.js, MongoDB, Node.js, SQL, Excel, PC skills (Windows, Word, Outlook, PowerPoint)

Language: Trilingual fluency - English, Portuguese (native), and Spanish (conversational)

WORK EXPERIENCE

Real Estate Agent

May 2018 - to date

Gurnee and Associates Real Estate

- Assisting buyers to find properties, negotiate the deal, and handle paperwork
- Assisting sellers prepare for home for sale, determine the sales prices and negotiate deals
- Collaborating with other agents to facilitate leads in Spanish
- Developing partnerships with loan officers and educate clients on special loan programs

Marketing Manager

February 2018 - to June 2019

Agency Doors

- Overseeing all market efforts of the company
- Brainstorming ideas for branding and campaigns
- Leading meetings to expand the company overseas
- Facilitating business between Brazil and the United States that resulted in 10% growth in reaching out new customers

Creative Director & Producer

January 2015 – to date

Brazilian Arts Performance Center

- 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

Office Manager

September 2017- February 2018

Four Seasons Cleaning

- 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

Office Manager

Capital Builders Inc

January 2014-September 2016

- 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 which increased the leads generation in 30%

EDUCATION, LICENSES, CERTIFICATIONS:

University of Washington Full Stack Web Development Bootcamp - Seattle, WA

Present

Real Estate Education - 90 hours - Seattle, WA

May 2018

- Washington Real Estate License #135088

Maringa State University - Major in Law - Brazil

2001-2004