**Fatima Romagnoli Mecenas -**23320 19th Dr SE Bothell, WA 98021

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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. Based on Mel ones this part may be unnecessary.( it will be a cover letter)

**SKILLS (keep it for last?)**

* 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:**

**Real Estate Broker-Part time**

Gurnee and Associates Real Estate

May/2018- present

* ( a gnt tirou o assisting e nao lembro pra que ) buyers to find properties, negotiate the deal, and handle paperwork
* Assisting sellers get ready the home for sale, determine the sales prices and negotiating the best deal
* Add cold calling
* Collaborating with other agents to facilitate leads in Spanish and Portuguese
* Qualifying leads of all the sales pipeline stages, to avoid sending an unqualified lead through the pipeline what should result in a waste of the entire sales team’s time.zvgg

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**Marketing Manager – Part time( or added as a enterpreniuer)**

Agency Doors -

Marketing Agency

April 2018- to date

Executing effective marketing strategies, assisting with campaign development, analyzing the effectiveness of each campaign .

* ​Overseeing all market efforts of the company
* Brainstorming ideas for branding and campaigns, ( outro topico?) offering legal support to intellectual property for new brands(trademarsk?).
* Analyzing customers performance for a better workflow that saves time and increases efficiency, indetificating areas of opportunity.
* 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 ​

**Office Manager**

Four Seasons Cleaning-

Commercial and Residential Cleaning Company

September 2017- February 2018

* Preparing operational reports and schedules to ensure efficiency on using the company fleet
* Monitoring and maintaining office supplies inventory
* Handling customer inquiries and complaints
* Managing internal staff relations

**Office Manager** –

Capital Builders Inc –

General Contractor

2014 -2016

* Allocating available resources to enable successful task performance to increase lead generation?
* 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
* Desenvolving a more effective employee Scheduling system .

**Paralegal**

Joao Ferreira Law Office Brazil 2001-2004

* 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.
* Elaborating extrajudicial and judicial defenses
* 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 with focus in IP area.

Researching regard various labor issues to prevent clients ..WHAT?)

**EDUCATION**:

Law Degree

Maringa State University, Brazil - 2001-2004

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

Washigton State Certification # 135088

​Bookkeeping November 2015- Everett Community College