

## **PROFESSIONAL EXPERIENCE**

### **Strategic Planning Concepts International**

*Real Estate Consultant*

Tustin, California

May 2002 – Present

- Oversee the daily operations of SPCI and delegate assignments to staff.
- Negotiate, draw up, and revise contracts with a high rate of closing.
- Interface and consult with clients in English and Spanish.
- Effectively translate documents from one language to another.
- Conduct research, compile and analyze market data, write, and revise market feasibility studies with concrete recommendations for action.
- Perform fieldwork to assess the demographics as well as the supply and demand of different development asset categories in different markets.
- Project potential sales a retail project has the ability to capture and determine the optimal size it should be based on these projections.
- Formulate development strategies for clients that ensure the best possible return on investment (ROI).
- Deliver effective presentations in English and Spanish, with conclusions and recommendations of feasibility studies.

### **Open Schools of Languages/Astex Linguistic Services**

*English Teacher*

Madrid, Spain

October 1993 - December 2001

- Taught employees of various companies the skills needed to communicate effectively in business situations in an English-speaking context.
- Devised short-term and long-term study plans for each group based on their specific English-learning needs.
- Obtained excellent results demonstrated by increases in test scores and improvements in students' fluency.
- Developed and implemented standardized curriculum for incoming and continuing students.
- Presented demonstration classes to potential clients leading to an increase in enrollment.
- Conducted training sessions for new English teachers and assisted in hiring process.

## **EDUCATION**

### **Diplomatic School of Spain**

*Post Graduate Course, International Relations*

Madrid, Spain

June 1996

### **University of California, San Diego**

*Bachelor of Arts, Political Science*

La Jolla, CA

June 1992

## **ADDITIONAL**

Language: Completely bilingual in both oral and written Spanish, with some knowledge of French.  
Computer: Microsoft Windows, Word, Excel, PowerPoint, Outlook.  
Public Organizations: Past member of Toastmasters International. Past member of the International Council of Shopping Centers. AYSO head coach and referee for past three years.  
International Experience: Lived in Santiago, Chile one year; lived in Madrid, Spain nine years; and traveled extensively throughout Mexico, Central America (El Salvador, Guatemala, Nicaragua), and Europe.