



Ana Mendes

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São Lourenço, MG

Experiences

Real Estate Transaction Coordinator and Assistant

Allux Real Estate

Since 02/29/2024

Transaction Management:

Managed all aspects of real estate transactions from contract to closing, ensuring smooth and efficient processes.

Coordinated communication between buyers, sellers, agents, lenders, and attorneys to facilitate timely completion of contracts.

Oversaw transaction timelines, deadlines, and contingencies to ensure compliance with contract terms and regulations.

Document Preparation and Review:

Prepared and reviewed contracts, addendums, disclosures, and other legal documents for accuracy and completeness.

Conducted thorough review of transaction documents to identify discrepancies, potential issues, and legal requirements.

Ensured all necessary documents were properly executed and submitted to relevant parties in a timely manner.

Client Communication and Support:

Acted as the primary point of contact for clients, providing exceptional customer service and addressing inquiries throughout the transaction process.

Communicated regularly with buyers and sellers to provide updates on transaction status, resolve concerns, and answer questions.

Facilitated communication between clients and other stakeholders to streamline decision-making and problem-solving.

Coordinated Inspections and Appraisals:

Scheduled and coordinated property inspections, appraisals, and surveys in coordination with buyers, sellers, and service providers.

Monitored inspection and appraisal reports, facilitating negotiations and resolution of issues as needed to keep transactions on track.

Ensured timely completion of inspection and appraisal contingencies in accordance with contract deadlines.

Compliance and Regulatory Knowledge:

Maintained up-to-date knowledge of real estate laws, regulations, and industry best practices to ensure compliance throughout the transaction process.

Implemented procedures to ensure adherence to fair housing regulations, disclosure requirements, and other legal obligations.

Conducted compliance checks on transaction documents to mitigate risk and ensure adherence to legal and ethical standards.

Administrative Support and Organization:

Provided administrative support to real estate agents and brokers, including managing calendars, scheduling appointments, and organizing documents.

Maintained accurate and organized transaction files, both electronically and in hard copy, to ensure easy retrieval of information and documentation.

Managed transaction-related expenses, invoices, and records to ensure accurate accounting and financial reporting.

Problem Solving and Conflict Resolution:

Proactively identified and addressed issues that arose during transactions, working collaboratively with stakeholders to find solutions and prevent delays.

Mediated conflicts between parties, such as disputes over contract terms, inspection results, or repair requests, to facilitate resolution and keep transactions moving forward.

Demonstrated ability to remain calm under pressure and make sound decisions in high-stress

situations to achieve successful outcomes for all parties involved.

Real Estate Transaction Coordinator

Joffily Consulting
09/2023 - 01/2024

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Manual Data Cleaning Specialist

Roseland Information Company, Chicago, IL USA • São Lourenço, MG

04/2023 - 09/2023

Data analysis in company CMS to recommend improvements to enhance data value. Conducted research and data cleaning tasks.

Identified press releases to be used to produce for content for client publications Monitored Twitter to identify posts that would make good content for client websites (especially sports announcements and updates)

Photographer

Xis Fotografy

5 Years of Experience

Technical Proficiency: Excellent mastery of photography techniques, including composition, lighting, exposure, and the use of equipment such as cameras, lenses, and accessories.

Creativity and Artistic Vision: Ability to create visually striking and unique images, as well as to think outside the box to develop innovative concepts for photo shoots.

Adaptability to Different Styles and Subjects: Experience working in a variety of photographic styles, including portraits, landscapes, fashion, events, product photography, among others.

Excellent Communication Skills: Ability to effectively communicate with clients to understand their needs and ensure their satisfaction, as well as to collaborate with other professionals such as makeup artists, stylists, and art directors.

Time Management and Organization: Ability to manage multiple projects simultaneously, meet tight deadlines, and maintain accurate records of all photography-related activities.

Editing and Post-Production: Solid knowledge of image editing software such as Adobe Photoshop, Lightroom, and others, to enhance and retouch photographs professionally.

Marketing and Promotion: Ability to promote work effectively, both online and offline, through social media, online portfolio, participation in events, and networking.

Customer Service and After-Sales Support: Dedication to providing excellent customer service from initial contact to final product delivery, ensuring customer satisfaction and potential future referrals.

Problem Solving: Ability to identify and resolve technical issues during photo shoots, as well as to find creative solutions to unexpected challenges that may arise.

Continuous Professional Development: Commitment to continuous learning and improvement, seeking new techniques, trends, and technologies in the field of photography to stay updated and competitive in the market.

Skills and Competencies

Technical Proficiency:

"Demonstrated expertise in utilizing advanced photography techniques to capture compelling images across various genres, including portrait, landscape, and commercial photography."

Creativity and Artistic Vision:

"Known for innovative approaches to photography, consistently producing visually striking images that resonate with viewers and exceed client expectations."

Adaptability to Different Styles and Subjects:

"Proven track record of successfully adapting photographic style and techniques to suit diverse subjects and projects, ranging from intimate portrait sessions to large-scale event coverage."

Excellent Communication Skills:

"Effective communicator adept at building rapport with clients to understand their vision and requirements, resulting in collaborative photo shoots that reflect their unique personalities or brand identities."

Time Management and Organization:

"Demonstrated ability to efficiently manage multiple photography projects simultaneously, ensuring timely completion of deliverables while maintaining meticulous attention to detail."

Editing and Post-Production:

"Proficient in using industry-standard editing software such as Adobe Photoshop and Lightroom to enhance and retouch photographs, delivering polished final products that meet or exceed client expectations."

Marketing and Promotion:

"Skilled in leveraging social media platforms and online portfolios to showcase photography portfolio, engage with followers, and attract new clients. Proven ability to effectively market photography services through targeted promotional campaigns."

Customer Service and After-Sales Support:

"Committed to providing exceptional customer service throughout the photography process, from initial consultation to post-shoot follow-up, ensuring client satisfaction and fostering long-term relationships."

Problem Solving:

"Resourceful problem solver with a proven ability to troubleshoot technical issues and overcome challenges encountered during photo shoots, resulting in seamless execution and high-quality outcomes."

Continuous Professional Development:

"Dedicated to staying abreast of emerging trends, technologies, and techniques in photography through ongoing professional development and training, ensuring continued growth and relevance in the ever-evolving field of photography."

Secretary

CCAA São Lourenço • São Lourenço, MG

11/2013 - 08/2014

Successfully sold courses and provided assistance to students and parents.
Managed financial transactions, including tuition collection and bill payments.
Accountable for daily cash register closure.

Sales Representative and Customer Service

Tim Cell Phone Store • São Lourenço, MG

02/2012 - 03/2013

Efficiently sold cell phone plans and delivered exceptional customer service.
Assisted customers in selecting the most suitable plans.
Resolved customer inquiries and issues to ensure satisfaction.

Secretary

CAD Academy • São Lourenço, MG

01/2011 - 12/2012

Delivered outstanding customer service by engaging with clients and selling products.
Managed monthly fees collection and presented Academy offerings.
Ensured the accurate closure of daily cash transactions.

Skills

Customer service, Communication skills, Microsoft word, Leadership, Documentation review, English

Education

High School

Mario Junqueira Ferraz • São Lourenço, MG

12/2006

Complete Successfully.