



Mirtes Bomfim

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PROFESSIONAL SUMMARY

Focused on providing exceptional service. Reliable, responsible and motivated to be an integral member of the team. Consistently punctual on arrival and stays on until all tasks are completed.
Organized and reliable candidate, successful in managing multiple priorities with a positive attitude. Willingness to take on additional responsibilities to achieve team goals.

SKILLS

- Articulate and Persuasive
- Analytical and Logical Thinking
- Quality Control
- Physical Stamina
- Facility and Site Cleaning
- Productivity and Time Management
- Communication and Interpersonal Skills
- Positive Team Player
- Strong Work Ethic
- Multitasking and Prioritization
- Team Support and Collaboration

WORK HISTORY

REAL ESTATE AGENT 09/2019 to 10/2021

Dinamica Imóveis | Campinas, SP

- Managed contracts, negotiations and all aspects of sales to finalize purchases and exceed customer expectations.
- Developed and maintained relationships with clients through networking, postcards and cold calling.
- Communicated with clients to understand property needs and preferences.
- Negotiated, facilitated and managed real estate transactions.
- Assisted clients in financial planning for purchase.

ADMINISTRATIVE ASSISTANT 03/2018 to 08/2019

Jedap Comercial | Campinas, Sao Paulo

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Executed record filing system to improve document organization and management.
- Created detailed expense reports to facilitate reimbursement for business expenses incurred.
- Updated spreadsheets and databases to track, analyze and report on

performance and sales data.



REAL ESTATE AGENT

12/2016 to 03/2018

Imobiliaria Campinas | Campinas, Sao Paulo

- Managed contracts, negotiations and all aspects of sales to finalize purchases and exceed customer expectations.
- Developed and maintained relationships with clients through networking, postcards and cold calling.
- Communicated with clients to understand property needs and preferences.
- Negotiated, facilitated and managed real estate transactions.
- Assisted clients in financial planning for purchase.

EDUCATION



High School Diploma

12/1994

Dom Jose De Camargo Barros, Indaiatuba SP Brazil

LANGUAGES



Portuguese

Native or Bilingual

English

Elementary

