

Natacha Caroline Jarvis

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PROFILE AND OBJECTIVE Highly organized, detail oriented, dedicated and customer focused professional. Able to work as part of a team, and still efficient on my own. Significant experience in self directed positions, requiring effective support, secretarial and administrative abilities. Proven interpersonal, communicative and multi-tasking skills. Seeking a position where I am able to develop and excel, while giving my best to the company.

WORK EXPERIENCE

NJ Projetos de Traducaao

July 2004 - Present

Owner - Translator and Interpreter

Literary, technical and academic translation projects

Mai English Course

November 2010 - Present

English Teacher

English as a second language and specific purpose language classes

Prenax Inc.

Account Manager
05/27/08 – Present
Concord – NH

Managed accounts with top publishing companies. Managed client requests for company libraries, reference materials for executives, and magazine and trade journal subscriptions for company personnel.

Habitacional Imoveis LTDA

Property Manager
12/2001 - 03/2003
Belo Horizonte- MG- Brazil

- Manage properties on a day-to-day basis, portfolio of 300+ residential and commercial rental properties.
- Instrumental in contributing to 10% per year company growth during tenure.
- Execute all critical aspects of property and operations of management.
- Collect rents, calculate payment schedules, and appear in court to press non-payment and lockout cases.
- Prepare vacant properties for showings and re-rental while coordinating with maintenance department for repair items and purchase of supplies, furnishings, etc.
- Assist project manager with renovations.
- Resolve tenant disputes and concerns.
- Exercise vigilant rent collection methods, directing staff on ways to improve efforts and collect rents without having to pursue legal action.
- Ensure all deadlines are met relevant to working with accountants on financial cycle and various city / state inspection and compliance officials.
- Generate daily, weekly, and monthly reports and status updates for owners.

Habitacional Imoveis LTDA

Executive Secretary
02/1999 - 11/2001
Belo Horizonte- MG- Brazil

- Coordinate office management activities for executive.
- Research, compile, assimilate, and prepare confidential and sensitive documents, and brief the executive regarding contents.
- Read and screen incoming correspondence and reports; organize documents;
- Receive and screen incoming calls and visitors, determine which are priority matters, and alert the executive accordingly.
- Compose letters and memorandums in response to incoming mail and calls.
- Transmit directives, instructions and assignments and follow up on status of assignments as liaison between the executive and subordinates and others.

- Operate computers to produce a variety of documents, charts, and graphics in final form.
- Update executive on status of issues before scheduled meetings.
- Prepare agenda and collect materials for meetings, speeches, and conferences; take minutes and keep records of proceedings as required.
- Plan and coordinate arrangements for professional conferences.
- Review, proofread, and edit documents prepared for the executive's signature.
- Take and transcribe dictation on technical and confidential matters from the executive as required.
- Coordinate and facilitate the executive's calendar to arrange appointments, meetings, and conferences.
- Recommend actions to be taken on office expenditures such as equipment and supply needs.
- Attend meetings as executive's representative.
- Establish and maintain various filing and records management systems.
- Make all travel arrangements; prepare itineraries; prepare and compile travel vouchers, maintain all travel records.
- Perform related work as assigned.

Habitacional Imoveis LTDA

Secretary and Receptionist

01/1998 - 01/1999

Belo Horizonte- MG- Brazil

- Answer phones, manage mail, handle customers.
- Respond to email and fax inquiries.
- Draft correspondence and book appointments for managers.
- Coordinate a mass mailing exercise starting from identifying potential clients and following up on leads.
- *Switched the existing delivery system by outsourcing a new local courier service and cut costs by 25% and improved delivery service as well.
- Organization and actualization of files.
- Responsible for taking notes and tracking of subjects discussed during meetings and decisions taken as well.

EDUCATION

Extra curricular Courses: Movies translation levels I an II. (Portuguese to English- Universidade Federal de Minas Gerais)

Universidade Federal de Minas Gerais

Bachelor on English/ Portuguese

Education

1999 - 2003

Belo Horizonte -MG/ Brazil

Colegio Batista Mineiro

High School diploma

1995 - 1998

Belo Horizonte -MG/ Brazil

SKILLS

- Bilingual in English and Portuguese, and working knowledge of Spanish language.
- Excellent customer service skills.
- Abundance of energy and common sense; professional attitude and demeanor; enthusiastic, hard-working, self-directed, good independent judgment; quick study.
- Dependable, organized, efficient team player and self-motivated.
- Ability to make independent administrative decisions; exceptional productivity under stress with strict deadlines.
- Flexible in handling responsibilities; adapt easily to changing environments and responsibilities; creative and innovative problem-solver; excellent administrative, and time management skills.
- Attention to detail with emphasis on completeness, accuracy and appearance.
- Initiative, tact, ability to communicate concepts, objectives and ideas clearly and concisely.
- High degree of personal integrity in the handling of confidential information.
- Computer proficiency; Microsoft Word and other applications as PowerPoint, Microsoft Publisher, Quark Express, PhotoShop, Excel, Access, File Maker Pro, Microsoft Outlook, Lotus Notes and Reference Manager .
- Writing ability (proposals, newsletters, presentations, resumes, cover letters.
- Internet skills