



ERIC SANCHEZ

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Playa del Carmen, Qroo **MEXICO**
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PROFESSIONAL SUMMARY

Extensive experience across diverse industries, including real estate, interpretation, graphic design, property management, sales, and administration.

Skilled in client relations, project management, marketing, and team leadership. Known for adaptability, problem-solving abilities, and a commitment to delivering exceptional results. Fluent in Spanish and English, with experience in international settings.

Seeking an extra job to finance new business endeavors.

SKILLS

- Microsoft Office
- Adobe illustrator, Photoshop, Premiere Pro, Lightroom
- CRMs
- Visual Basic
- Customer Service
- Sales
- Real Estate
- English-Spanish Interpreting
- Lead Generation
- Graphic Design

EXPERIENCE

Graphic Designer January 2022 - Current
N.E Design Solutions | Melbourne, Victoria, Australia

- Create and edit custom print-ready image files
- Have maintained a 5 star ETSY Score

PROPERTY MANAGER October 2016 - Current
Freelance | playa del carmen, Quintana Roo, Mexico

- Satisfied both tenants and owners, effectively managing relationships, and handling routine needs.
- Managing 4 Properties for both long Term and short term rent.
- Managed budgets, including setting rent rates, monitoring expenses, and collecting payments.
- Addressed tenant complaints and resolved conflicts professionally.
- Scheduled maintenance and repairs for properties as required.

REAL ESTATE AGENT March 2023 - January 2024
CENTURY 21 | Playa del Carmen, Mexico

- Certified Real estate Agent of the state of Quintana Roo.
- Conducted market research to determine optimal listing prices for properties.
- Completed all Century 21 Certifications
- Negotiated offers between buyers or renters and sellers or landlords.
- Provided exceptional customer service throughout entire buying, selling, or renting process.

SPANISH-ENGLISH INTERPRETER
HUMAN QUALITIES HOME OFFICE

September 2021 - October 2022

- Spanish-English interpreter for multiple private and governmental organizations.
- Adapted spoken communication styles according to cultural context of each interpreting situation.
- Updated language skills regularly through professional development courses and workshops.

ONLINE SALES

January 2019 - June 2020

Freelance | Playa del Carmen, Quintana Roo

- Dedicated to learning about online sales using Facebook Marketplace and Mercado Libre.
- Oversaw marketing project timelines, communications and logistics.
- Prepared detailed financial reports and presentations.
- Advertising, sales promotions, shipping, imports and display plans.

SPANISH DEPARTMENT ADMINISTRATOR

May 2018 - November 2019

INTERNATIONAL HOUSE RIVIERA MAYA | Playa del Carmen, Quintana Roo

- Ensured timely processing of employee payroll
- Implemented approved changes in department procedures or policies as needed.
- Prepared reports and presentations to present findings and recommendations to management.
- Managed daily operations and maintained efficient workflow within department.

Private Tour Guide

March 2017 - March 2024

Freelance | Playa del Carmen, Quintana Roo, Mexico

- Engaged guests with lively and informative talks covering local sites and events.
- Planned and led tours taking guests to locations of interest providing information and topics of their interest to captivate their interest and providing knowledge about the food, history, geography, culture, animals and more.

ADMINISTRATOR AND MARKETING CONSULTANT

September 2015 - October 2016

GRUPO POLY CONSULTORES | Playa del Carmen, Quintana Roo

- Addressed uncompleted objectives and solved under pressure.

BUSINESS OWNER

January 2015 - February 2017

FLYNREC | Playa del Carmen, Quintana Roo

- Owner and operator of a drone aerial photography company.
- Utilized Photo and video editing software, such as Adobe Premiere Pro, Lightroom, Photoshop, Illustrator
- Oversaw day-to-day activities
- Recruited, hired and trained personnel, monitoring performance to assess need for merit or discipline.
- Adapted quickly to changing weather conditions or unexpected obstacles during flights.

CONCRETE FINISHER / SUPERVISOR

January 2012 - June 2012

EMC CONCRETE | Calgary, Alberta

- Supervised workers and evaluated their work performance
- Performed Concrete finishing according to proper specifications under tight deadlines.

SUPERVISOR/RETAIL

February 2010 - December 2010

CASA DE LOS TESOROS | Playa del Carmen, Quintana Roo

- Duty of opening and closing store
- Managed sales, purchasing and kept a log of activities.
- Managed team schedules and delegated tasks to ensure efficiency.
- Trained new employees on company policies, procedures, and software systems.

ONLINE QUIZ FORMATTER

February 2009 - June 2014

DIGIPLAYA | Playa del Carmen, Quintana Roo

- Collaborated with program designers by processing data to obtain correct values and formats for Online Web Quizzes.

PROPERTY MANAGEMENT AND REAL ESTATE

November 2018

Freelance | Playa del Carmen, Quintana Roo

- Worked Partially with a Real estate Developer to Promote their properties.

EDUCATION

CERTIFIED REAL ESTATE AGENT IN STATE OF QUINTANA ROO MEXICO

February 2024

SEDETUS QUINTANA ROO, Playa del Carmen, Quintana Roo, México

DIPLOMA REAL ESTATE

August 2023

LA SALLE, Playa del Carmen, Quintana Roo, México

BACHELOR OF ADMINISTRATION AND TOURISTIC DEVELOPMENT

January 2016

UNIVERSIDAD RIVIERA, Playa del Carmen, Quintana Roo, México

INDUSTRY KNOWLEDGE

- While working in International House, I was able to comply with requirements needed for the Instituto Cervantes' Accreditation, assist with the creation of a new course, work on design, and find ways to cut expenses.
- As an Interpreter, I was able to work under extreme stress situations like 911 emergency calls. I received numerous good reviews.
- As a Graphic Designer, I have been able to maintain a 5-star rating on our Etsy Shop, providing excellent service and customer relations
- As a Real Estate Agent I crafted impactful designs, fostered strong client relationships, and generated valuable leads.

PERSONAL INFORMATION

Nationality: Mexican-Canadian

LANGUAGE

english

Proficient (C2)

spanish

Proficient (C2)