

# Sinia Naurais

Influencer / Socialite



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## SKILLS

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Website Design	Advertising	Sales	Social Media Management
Property Management	Customer Service	Marketing	Microsoft Illustrator
Tenant Screening	Investments	Business	Adobe Photoshop
Process implementation	Shopify	E-Commerce	Buildium Software

## PROFESSIONAL EXPERIENCE

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### June 2020 – Present: Sitel Group

**Technical Support.** Systems: OMS, CRM, RIO, CAP. - **Product Specialist.** Systems: AS400, Oracle, CSR.

**2019-2020 Promo Model for Events – Online Marketing & Website Design for different companies.**

### 2011-2019 Indeed Realty: Property Manager

- Property manager for 30-50 individual condo units in Miami Beach and Downtown.
- Handled all owner and tenant negotiations
- Subcontractor management
- Handled Tenant background check
- Manage inventory of properties and furniture
- Handle walk-throughs with new tenants and existing tenants
- Organize storage of furniture and other staging materials as needed
- Management for short term and long term rentals

### Online Business Coordinator

- Worked directly with investors that wanted to rent or sale their property unfurnished • Sell owner's furniture through online platforms to local customers of Miami, FL area

**Home Staging:** Preparing a private residence for rent/sale, and make it available to show, for potential clients.

**Leasing Specialist:** Leasing apartments, preparing lease paperwork, showings, greet potential clients.

### 2010-2011 Miami Beach Convention Center: Hostess

- Jewelry Event
- FIME Show
- Home Show

## EDUCATION & ACHIEVEMENTS

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**2012** Miami Dade College - French Program Level: Beginner.

**2013** Miami Lakes Educational Center – High School Diploma.

**2016** Community Association Manager (CAM) 18 Hr Pre-Licensing Course.

**2018** Fashion Designer & Founder of Sinia Glam, fashion brand.