

Nancy Ann Sanabria

944 San Pedro Ave ■ Coral Gables, FL 33156 ■ 305-785-4491 ■ nansanabria@bellsouth.net

Director of Operations

Organized, efficient, skilled in a variety of Corporate and Campaign Operations

- *Business Start-Ups*
- *Corporate Management*
- *Efficiency Planning*
- *Project Development*
- *Scheduling*
- *Public Relations*
- *Staff Management*
- *Accounting*

Experience

REAL ESTATE WORKS, INC. — S. Miami, FL —Real Estate Investments Firm

VP OPERATIONS, 1995 TO PRESENT

- Property Research
- Site Selection
- Contract Negotiations
- Leasing
- Management
- Advertising & PR
- Cost Analysis & Efficiency
- Future Project Development

Education – Credentials – IT Skills – Community Service

DUBUQUE SENIOR HIGH SCHOOL – DUBUQUE, IOWA GRADUATE '77

CERTIFICATE, INTERIOR DESIGN – ANITA PRIEST SCHOOL OF ID, MIAMI, FL '83

LICENSED REAL ESTATE ASSOCIATE, FLORIDA DBPR SINCE '86

CO-CHAIR, PARENT EDUCATION COMMITTEE, PALMER TRINITY SCHOOL, '05-'07

DIRECTOR, COMMITTEE CHAIR, GABLES BY THE SEA HOA, '08-PRESENT

MEMBER, TEAM STORM RIDERS, MAJOR FUNDRAISING ARM OF MS150, '08-PRESENT

MEMBER, SHARE A PET PROGRAM, '10

FOUNDER MEMBER, BAPTIST HEALTH FOUNDATION, '08-PRESENT

TREASURER, CITY COMMISSIONER CAMPAIGN, CORAL GABLES '08-'09

MANAGER, OPERATIONS, CITY COMMISSIONER CAMPAIGN, CORAL GABLES '08-'09

SKILLED, MS WORD, EXCEL, OUTLOOK, VARIOUS ACCOUNTING AND CAMPAIGN PROGRAMS

