

# Nancy Ann Sanabria

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## 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**

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### VP OPERATIONS, 1995 TO PRESENT

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- 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

