

Carolina Maria Jarp

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305 - 469 - 2247

Lifetime Coral Gables Resident

Experience

Shelton and Stewart Realtors, South Miami, FL

Real Estate Associate

December 2016 – Present

- Realtor Associate specializing in residential and commercial real estate in South Florida, providing consistent professional service to every client
- Successfully capture leads, through targeted marketing and referrals, that result in sales
- Advocate on client's behalf to negotiate the best deal possible
- Educate customers on current market trends and provide them with relevant neighborhood comparables
- Assist investors in not only identifying and acquiring future assets, but also in analyzing vital government zoning rules & regulations and forecasting future property values around the subject property
- Experienced with 1031 Exchange transactions
- Problem solving mentality ensures every transaction is meticulously & carefully looked after through the completion of each file
- Excel in client development, time-management and customer follow-up

Previously at Miami Brokers Group, Miami, FL

Real Estate Associate

November 2015 – December 2016

GMANT Corporation, Coral Gables, FL

Property Manager

September 2011 - Present

- Management of multifamily apartment units, single-family homes and commercial office spaces
- Prospect for tenants, negotiate deal terms and successfully execute lease agreements
- Oversee real estate operations through supervision of properties and management of expenses
- Review and identify procedures which can be consolidated, and streamline to reduce duplication of efforts
- Develop management, organizational and administrative skills

Network Construction Corporation, Coral Gables, FL

Project Manager

September 2011 – September 2016

- Prepare and present bids for upcoming commercial construction projects
- Develop project schedules, recognize milestones, manage construction activities and anticipate potential delays
- Provide recommendations for streamlining and increasing efficiency
- Review and ensure adherence to building code and/or compliance with industry standards
- Bolster communication, time management, and team leadership skills
- Establish and maintain relationships with clients and design professionals

UPS, Hialeah, FL

Special Projects Coordinator

September – December 2013

- Spearheaded and coordinated the logistics of transportation during peak season for all of South Florida and implemented strategies for any contingencies
- Evaluated project requirements, developed a working plan based on limited resources
- Continuously monitored, reassessed and reallocated staff and equipment to meet ever changing needs
- Executed tasks under extreme time constraints while embracing additional responsibilities
- Developed interpersonal relationships and skills by working with a diverse group of people within multiple departments

Education

University of Miami, Coral Gables, FL

Master of Science in Industrial Engineering

August 2013

Bachelor of Science in Industrial Engineering

May 2012

Our Lady of Lourdes Academy

June 2005

Epiphany Catholic School

June 2001

Honors & Activities

- Coral Gables Garden Club, Board Member for Registration
- Six Sigma Green Belt Certified
- University of Miami, Alpha Pi Mu Honor Society
- University of Miami, Provost's Honor Roll
- Participant in the Study Abroad & Exchange Program at the University of Technology in Sydney, Australia Spring 2009

Organizations and Volunteer Experience

- Miami Association of Realtors
- Volunteer at The Cuban Association of the Knights of Malta (medical mission trips)
- Volunteer at Pou Veterinary Group

Languages

- Spanish
- Basic Turkish