BRENDA RIVERA

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**PROFESSIONAL SUMMARY**

Trained as a journalist in Ecuador, with extensive professional experience in the United States. Managed and worked in multicultural offices, in real estate, social services and Spanish/English legal translation.

**EDUCATION**

**LAICA UNIVERSITY, SCHOOL OF JOURNALISM,** Guayaquil, Ecuador

May 1982 - February 1988

**PROFESSIONAL EXPERIENCE**

**WINZONE REALTY,** Queens, NY February 2019- Present

*Real Estate Agent*

**KLAND REALTY,** Queens, NY July 2015- February 2019

*Real Estate Agent*

**REMAX LIBERTY**, Queens, NY June 2006 –August 2013

*Real Estate Agent*

* Act an intermediary in negotiations between buyers and sellers, generally representing one or the other.
* Promote sales of properties through advertisements, open houses, and related matters.
* Present purchase offers to sellers for consideration.
* Prepare documents such as leases, contracts & purchase agreements.
* Coordinate property closings & overseeing signing of documents.

**FEDERATION OF EMPLOYMENT OF GUIDANCE SERVICE**, New York, NY

*Assistant Manager* September 1999 - December 2000

* Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.
* Keep records and prepare reports for management concerning visits with clients.
* Consult with manager concerning programs for individual families. \
* Oversee day-to-day group activities of residents in institution.

**ASSOCIATION FOR THE HELP OF RETARDED CHILDREN,** New York, NY

*Client Coordinator* June 1997 - November 1999

* Serve as liaison between clients, homes, clinics, courts, protective services, doctors, and other contacts, to help clients who face problems such as disabilities, abuse, or poverty.
* Maintain case history records and prepare reports.
* Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance.
* Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
* Provide, find, or arrange for support services, such as job training, or counseling. Collect supplementary information needed to assist client, such as employment records, medical records, or school reports.