

MARITZA DAVILA

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SKILLS & ABILITIES |

- High level of interpersonal skills to handle sensitive and confidential information
- Ability to interact and communicate effectively with all members of organization and external companies
- Ability to organize, prioritize and work under a heavy workload and deadlines
- Bilingual (English/Spanish)

EXPERIENCE | WHOLESALER | INVEST RELIABLY

OCTOBER 2019 - CURRENT

- Marketed to Off Market Properties to generate a sales pipeline
- Networked with attorneys, moving companies, and investors to create a referral network
- Connected with various homeowners to solve their problems with foreclosure, delinquent taxes, or death
- Responsible for coordinating transaction with seller, investor, and title company

ACCOUNT MANAGER | ARDENT INSURANCE

JULY 2018 - OCTOBER 2019

- Prospected and grew referral Sources for personal lines
- Cross sold existing book of business
- Main point of contact for clients in claims and service related inquiries

CUSTOMER SERVICE REPRESENTATIVE | INTERNATIONAL DESIGN SOURCE

OCTOBER 2016 – JULY 2018

- Process orders, review progress reports, and ensure customer concerns are being resolved
- Assist customers with order status updates
- Guide customers through their buying decisions by providing product information

ADMINISTRATIVE ASSISTANT | MINISTERIO INTERNACIONAL EL REY JESUS NAPLES INC.

DECEMBER 2014 – OCTOBER 2016

- Plan, organize and coordinate resources for the successful execution of events of 500+ people
- Coordinate meetings for President & Vice President
- Analyze and recommend various companies to President for projects in regards to pricing, turnover time, and quality
- Create and manage the development of new business processes and operational tools
- Create, coordinate and manage company infrastructure in regards to communication systems

OPERATIONS ADMINISTRATIVE ASSISTANT | POSITION LOGIC LLC

MAY 2012 – DECEMBER 2014

- Responsible for Assisting V.P of Operations in but not exclusive to ISO Certification
- Coordinate between various departments to resolve any administrative issues
- Assist top executives with preparation of company policies and procedures
- Assist in project planning and ensured requirements for approval and control were satisfied

EDUCATION |

FLORIDA GULF COAST UNIVERSITY, FORT MYERS, FLORIDA- MASTER OF BUSINESS ADMINISTRATION

FLORIDA GULF COAST UNIVERSITY, FORT MYERS, FLORIDA - BACHELOR OF SCIENCE, BUSINESS MANAGEMENT MAJOR

COMMUNITY ASSOCIATION MANAGER LICENSE FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

2-20 PROPERTY & CASUALTY LICENSE - FLORIDA OFFICE OF INSURANCE REGULATION

