

ISABET ROMERO

Offering expertise in creating, organizing, and managing documentation to meet administrative needs. Proficient Microsoft user bringing strong technical acumen, excellent communication skills, and unsurpassed dedication to quality and accuracy.

Contact

-  +501 628-5495
-  isabetromero@gmail.com
-  Belmopan, Belize

Education

- 

Bachelors In Natural Resource Management

University of Belize

2018-2020

Belmopan, Belize City
- 

Associate of Mathematics and Chemistry

University of Belize

2015-2017

Belmopan, Belize City

Skills

- Flexibility


- Communication


- Teamwork


- Meeting deadlines


- Critical thinking



Experience

- 

Real Estate Virtual Assistant

Sentitiel

January 2024-june2025

- Managed CRM systems (Keap) to track leads, update contact records, and streamline client follow-up.
 - Designed marketing materials such as brochures, flyers, and social media graphics using Canva.
 - Maintained agent calendars, organized appointments, and handled inbound client communications via email and phone.
 - Supported transaction coordination by managing documents, deadlines, and communications between buyers, sellers, and third-party vendors.
- 

Corporate Trainer

The Office Gurus

Mar 2022- July 2024

- Assisted in developing training implementations with clients to prepare TOG for upcoming classes and changes in material.
 - Train new and intercompany agents in other business units under the overall campaign branch.
 - Conduct Organizational needs assessment and administraive tasks.
- 

Customer Service/Sales Representative

The Office Gurus

Jun 2020-Mar 2022

- Handled large volume of calls on a daily basis and completing tasks for sales and customer service.
 - Achieved specific sales goals or quotas set by the company.
 - Addressed customer complaints and resolving issues to ensure customer satisfaction.
- 

Data analyst Assistant

University Of Belize

Jan 2019- May 2020

- Perform general administrative tasks related to data analysis projects, such as scheduling meetings, managing files, and coordinating with other departments.
 - Assist in managing data analysis tools and software, including updates and troubleshooting.
 - Input data into databases, spreadsheets, or specialized software with a focus on accuracy.