



# SIMONE RUIZ PAYNE NARCIS

---

7087 NW 49TH PLACE  
LAUDERHILL, FL 33319  
Cell (954) 790-9767  
Fax (954)533-0922  
SIMONERRUIZ@GMAIL.COM

## *Work Experience*

*Real Estate Agent*  
*Keller-Williams, Plantation, FL* 2017 to Present  
[www.RealEstateAgentFLA.com](http://www.RealEstateAgentFLA.com)

*Paralegal*  
*Self-Employed, Ft. Lauderdale* 2005 to Present

*Researched case histories in family law, including wills, trusts, estates, probate,  
Small business development and custody cases  
Directed case research and composed summaries of findings.  
Investigated restitution claims; researched secure information; performed record checks.  
Referenced authorities online and in library  
Drafted reports based on research findings  
Prepared legal briefs and other paperwork  
Performed legal research using Lexis-Nexis*

*Marketing Developer for Website*  
*Website Production* Present

*Analyzed information technology systems to identify threats, vulnerabilities,  
Countermeasures and residual risk  
Administered network monitoring tools  
Designed and implemented state-of-the-art computer-based Social Networking for  
Business owners  
Designed, documented, and deployed a network to provide electronic mail service.  
Downloaded PC files from the mainframe and transferred the data into a database.  
Experienced with mainframes, local area networks, document conversion, e-commerce,  
and other specialized hardware and software setups.  
Planned, coordinated, and implemented special projects, messaging systems, and offsite  
presentation  
Member of design team to reorganize the company worldwide*

*Business Consulting*  
*Small Business Development & Training* 2009 to Present

*RPN-Reveling Personal Niche-Business development*  
*RPN-Tune-Up*  
*Storytelling Sales System-Sharing your business story (new elevator pitch)*  
*NonProfit Coaching Academy*  
*Branding, Growing and Sustaining Your Business*

### *\*Trainings:*

*Back-To-Basic*  
*Board Member*  
*Customer Care & Service*  
*Fundraising*

*Meeting Planning  
Team Building*

### *Executive Director*

*Lauderhill Chamber of Commerce, Lauderhill*

*2004 to 2009*

*Coordinated with marketing and sales to prepare updates for internal Web site  
Interfaced with Web site designer on layout changes and site additions  
Coordinated seminars, group meetings, and development workshops  
Coordinated, prepared, and recorded meetings.  
Coordinated recognition awards and presentations  
Accepted increasing responsibility demonstrating flexibility and ability to learn quickly  
Analyzed and organized office procedures, such as bookkeeping and clerical services.  
Acquired excellent communication and interpersonal skills with the public  
Accustomed to fast-paced, high-pressured positions, demonstrated ability to prioritize  
Multiple tasks, meet deadlines, and provide quality service.*

### *Education / Advocate*

*Miami Dade County Area, Ft. Lauderdale, FL*

*2001 to present*

*\*2004- Regional Advisory Committee for Educational Needs Assessment 2003- 2004  
Field Organizer for Project Creo  
Analyzed and organized office procedures, such as bookkeeping and clerical services.  
Analyzed data and formulated solutions for specific problem areas.  
Created and edited newsletters, advertisements, and brochures utilizing a variety of  
Desktop publishing programs  
Coordinated various public information fairs, morale boosting events, safety fairs, and  
events.  
Specialized in database management and creation of user-friendly forms  
Created charts, graphs, letters and other business forms using the computer*

### *Private School Teacher*

*Excelsior Preparatory School, Ft. Lauderdale, FL*

*1996 to 1997*

*Developed lesson plans that met varied student needs, evaluated and assessed children's  
development, and implemented study methodologies to enhance children's progress.  
Attended teacher in-services and staff meetings, maintaining strong relationships with  
fellow staff and administrators.  
Identified areas of difficulty and prepared lessons to assist students in overcoming them.  
Observed and participated in parent-teacher conferences and contributed feedback in  
course material selection, department objectives and institution direction.  
Provided additional strategy for "at risk" children and their families, through individual  
needs planning.  
Set high expectations for student behavior, maintaining standards through classroom  
management techniques and positive reinforcement, resulting in increased positive  
student behavior and learning, emphasizing respect for all.*

### *Concierge*

*Grand Hyatt Hotel, Washington, DC*

*1988 to 1992*

*Consistently recognized for excellent interpersonal skills, and strong ability to work  
under pressure.  
Coordinated functions and events for banquet groups in the corporate and association  
markets  
Organized and marketed domestic and international tours; wrote travel brochures; sold  
cruises, charters, and individual tours.*

*Steered successful conferences driving venue sourcing, catering, guest list and invitations, registration, and travel/accommodation arrangements.*

### *Front Desk Clerk*

*Bellevue Hotel, Washington, DC*

*1985 to 1988*

*Ensured customer satisfaction by monitoring needs and filling special requests  
Verified the accuracy of charges, delivered customer checks, and ensured prompt processing of transactions.*

*Competed with co-workers to achieve sales goals*

*Boosted customer base and established repeat clientele.*

*Delivered efficient, courteous service to customers*

### *Education*

*Keiser College, Ft. Lauderdale, FL  
A.A., Paralegal Studies*

*2003*

*University of the District of Columbia, Washington D.C.  
B.A., History*

*1990*

*Lafayette Senior High School, St. Louis M.O.  
H.S. Diploma*

*1984*

### *Awards*

*Honor Roll graduate from Keiser College/Keiser College Ambassador Program*

### *Affiliations*

*Commissioner for the- Lauderhill Housing Authority*

*Board Member - Broward County school board Diversity committee*

*Board Member President- Life Skill Charter school (Broward)*

*Board Member - Lauderhill Educational Advisory Board*

*Board Member - Exceptional Student Education, [ ESE ] Parent advisory*

*Parent Partner - Internet Education Exchange, [ iEdx ] Parent Partner*

*Parent Member - Student Advisory Committee, [ SAC ] at Challenger Elementary*

### **References available by request**