Cecilia Spencer Ortiz

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Eligible to sign internship agreement via IE University

SUMMARY

Second-year Business Administration and International Relations student at IE University with experience in market research, presentations, and client-facing work across real estate, hospitality, and student leadership. Bilingual (English/Spanish) and a collaborative team player. Open to internship and entry-level opportunities in business, operations, and marketing.

EDUCATION

IE UNIVERSITY (IEU) **Madrid, Spain**
Dual Bachelor's in Business Administration and International Relations **Expected: May 2030**

- Relevant subjects taken include applied business mathematics, financial accounting, political science, management tools and principles, microeconomics.

EXPERIENCE

Armada Capital Partners **Dallas TX**
Real Estate Investment Intern **Jun-Aug 2026**

- Participated in the final walkthrough (punch-list/substantial-completion inspection) for a completed storage real estate development, assessing site readiness ahead of handover.
- Conducted market research on industrial and storage real estate trends to support investment and site-selection decisions
- Built presentations for internal team and stakeholder meetings summarizing market findings and site performance
- Attended client and internal strategy meetings, gaining exposure to the acquisition and development process for large-scale storage and logistics sites

Customer Service/ Hospitality Experience [El Tiz] **Dallas TX**
Server **2022- 2025**

- Provided excellent customer service in a fast-paced environment
- Managed multiple tables and coordinated with team members to ensure smooth operations
- Resolved customer issues promptly, maintaining high satisfaction

LEADERSHIP & INVOLVMENT

- **IE Personal Finance Club Marketing Officer**: Promote club events across social media, design flyers and promotional materials, and help plan and run events for 333 members. (IE University | Sep 2026 – Present)
- **IE Product Club Officer:** Collaborate with a team of officers on tech product initiatives, including planning and building a website for the IE community. (IE University | 2026 – Present)
- **President of SRO Club:** Led a service club supporting people affected by HIV/AIDS, organizing monthly volunteer dinners at a home for formerly homeless individuals and coordinating 100+ members, menus, and events. (Ursuline Academy of Dallas | Sep 2023 - May 2025)

EXTRACURRICULAR ACTIVITIES

- **Global Council Advisory – Delegate:** Selected among 100+ students for school lead delegations. Accepted to Brazil and South Africa delegation. Attended events with speakers and JWAC Events. (Dallas TX, April 2024 + April 2025)
- **Volunteered for *SPCA and Pet Orphanages:*** Volunteered 200+ hours with pet organizations. Had shifts and managed time professional. Helped people begin process for fostering animals and held informative sessions. (Dallas, Texas. 2021-2025).
- **Teacher Assistant at Notre Dame School of Dallas:** Supported classroom instruction for students with special needs by assisting lead teachers, working one-on-one and in small groups, preparing instructional materials, and helping maintain a structured, supportive learning environment. (Dallas TX 2024-2025)
- **Nanny/Babysitter:** managed schedules, activities, and logistics for multiple clients independently. Developed strong communication, problem solving, and time management skills. As well as coordinating group activities and handling unexpected situations with professionalism. (Dallas TX, 2020-2025)

ADDITIONAL INFORMATION

- **Languages: Spanish** (Fluent). **English** (Fluent)
- **Computer Skills:** Advanced user of Microsoft Office, video editing skills, social media networks.
- **Interests:** Business, supply chain management, real estate, medical wellness and aesthetics, client experience, traveling, learning French, community service