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english and portuguese TEACHER and TRANSLATOR

# Education

CELTA Certificate, 2016

Post Graduation in People Management, Ítalo Brasileira College, São Paulo, Brazil, 2005

Bilingual Executive Secretary, Ítalo Brasileira College, São Paulo, Brazil, 2003

Translation & Interpretation, Carmo School, Santos, Brazil, 1987

# Summary of Experience

Experience of over 15 years in teaching English and Portuguese, being 10 years to expatriates and 3 years voluntarily to refugees, has made me a very attentive, fun, patient, motivating and caring teacher. Always concerned about students’ needs in learning, enjoying the classes, developing and making use of the language. I profit from courses I have taken like Verbal Communication in Portuguese, Presentations to help students meet their needs at work or in personal life.

I have been teaching in company, at languages schools and private, in Brazil (Brazilians and foreigners), and in 2012 I taught both languages privately in Florence, Italy and Lyon, France.

Experience of 6 years in translation from Spanish to English and Portuguese for a Tour agency´s website in Cusco, Peru, and from French to Portuguese as a third party to Veolia, a French environment company.

Assistance to several projects at Hatch Engineering taking care of all administrative issues, document formatting, engineering texts translation, project follow-up, direct assistance to project and engineering managers. Full and permanent assistance to expats. I worked directly with expats from countries like Croatia, Canada, the US, Chile, South Africa etc. In a project with Alcoa there were 14 different nationalities, 600 people, where I was one of the 7 project assistants.

# Career History

Jan/2016 – present ***LanguagePro*** – English/ Portuguese teacher for business people

Jul/2015 – present ***Spell English*** English/ Portuguese teacher for business people

Jan/ 2000 – present ***Private classes in company*** English/ Portuguese teacher for business people

Feb/2017 – Jan/2020 ***Adus – Instituto de Reintegração de Refugiados*** – Portuguese for adult refugees from countries such as Haiti, Venezuela, Pakistan, Cuba, South Africa, African countries

Apr/2013 – Jun/2015 ***Fast Track Institute*** English/ Portuguese for business people. Translator French/ Portuguese and English/Portuguese/ English

May/2008 – Dec/2018 ***Mayfair Idiomas*** English/ Portuguese teacher for business people

May/2012 – Dec/2012 ***Private classes in France and Italy*** English/ Portuguese classes to native people

Feb/2006 – May/2012 ***Hatch Engenharia*** Bilingual Project Assistant

Apr/2004 – May/2006 **CNA Language School** (Botucatu, SP) English teacher for adults and teenagers

Apr/1996 – Dec/2000 ***Universal Studies Language School*** English/ Portuguese teacher for business people

Feb/1996 – Jun/1999 ***Linguatec Language School*** English/ Portuguese teacher for business people

# Professional Development

Neurolinguistics in Communication, Negotiation & Sales – Neurolinguistics Brazilian Association

Presentations – How to prepare and conduct presentations by Reinaldo Polito

Assertiveness on written communication (Portuguese) – Iris Gardino

Verbal communication (Portuguese) – Alkindar de Oliveira

How to be a volunteer – social and psychological aspects – Brazilian Volunteering Association

# Languages

Portuguese – mother tongue

English – fluent

Spanish –advanced

Italian –intermediate

French – beginner