

## Personal Statement

I am an enthusiastic and resilient person willing to learn as much as possible, growing, and knowledgeable living in 3 countries over the past years. Collaborative leader with a dedication to partnering with coworkers to promote an engaged, empowering work culture. Documented strengths in building and maintaining relationships with diverse stakeholders in dynamic, fast-paced settings. A hardworking and passionate job seeker with strong organizational skills. Ready to help the team achieve company goals.

## Employment Experience

### Cultural Care

Pelham, New York

2018 - 2021

Providing childcare, managing schedules, bridging the gap between parents' directions, driving action to coordinate children's daily activities, and taking classes at local universities to further my education. Enforced rules and managed behavior through developmentally appropriate discipline.

### The Bread House, Administrative Assistant

Curitiba- Brazil

2016

Executing a record filing system to improve document organization and management of the company payroll and accounts. Restocked supplies and submit purchase orders to maintain stock levels of 2 bakeries.

Managed a relational database of all the stores and information for reference, reporting, and analysis.

Scheduled conference rooms, prepared agendas, and maintain calendars to prepare for meetings and events.

### Au Au snacks, Manager

Curitiba- Brazil

2015

Manager at one of the fast-food chain's units. Coordinate and operate the unit with more than 15 employees with day and night shifts. Report daily invoices as well as expectations and challenges to the headquarters.

### Farming Industry Querencia Ltd, Administrative Assistant Manager

Querencia- Brazil

2010-2014

Wholesale trade of processed cereals and legumes. Branch of a network composed of 3 more units in Brazil.

Performed accounting activities by preparing expense reports, purchase orders, and invoices.

Hired, managed, developed, and trained staff, established, and monitored goals, conducted performance reviews, and accounts payable and payroll.

## Education

### Westchester Community College - A.A.S Interactive Technology

Valhalla, New York

Undergraduate - 2023

### PACE – University - TOEFL Blast Friday

White Plains, New York

2019

### PACE – University - Professional and Business Communication Negotiate

White Plains,- New York

2019

### Westchester Community College - Business English for Internationals

Valhalla, New York

2019

### Southern Westchester Boces - Business ESOL

New Rochelle, New York

2018

### The English Studio - Standard General English

Dublin, Ireland

2017

### FESP – Superior College Education of Parana - MBA Strategic Business Management

Curitiba, Brazil

2016

### UNOPAR – North University of Parana - Bachelor of Business Administration

Curitiba, Brazil

2013

## Skills/ Strengths

Portuguese – English – Spanish Language speaker

Intercultural communication

Business planning

Adaptability, flexibility, initiative

Word – Excel – Photoshop- Adobe Illustration

Creative thinker

Teamwork, collaboration, and multitasking abilities

Leading & Influencing Teams