

**C.V.**

Interview material

**Name**

Address

Zip Code State / Country

Phone

email@gmail.com

# Nationality: Brazilian

# Date of Birth: 07/12/79

# **WORK EXPERIENCE**

*Mar 06 – Set 06* **The Albany Group**

Business Development Manager

* ***Negotiation*** and contract management for Telecom Engineers;
* ***Elaboration*** of commercial proposals for Nokia, SAP and international recruitment agencies;
* ***Application*** for Work Visas for Brazil, to consultants, before Consulates and the Ministry of Labor.

*Jun 05 – Set 05* **EMBRATUR** (*Brazilian Tourist Office)*, *London*

Executive Secretary

* ***Worked with*** the promotion of the Brazilian tourism in the UK;
* ***Responsible*** for training tour operators and travel agents in London;
* ***Organization*** of Press Trips for European journalists;
* ***Conducted*** large market research with objective of planning seminaries, workshops and business meetings.

*Feb 05 – Jun 05* **Chatfield Healthcare**, *London*

Trainee

* ***Dealing*** with patients, handling back-office functions, utilizing organizational skills;
* ***Coordinating*** efforts between patient needs and staff;
* ***Entrusted*** to process confidential patient records;
* ***Proficient in using*** personal computer with ability to manage multiple tasks in a pressured environment.

*Feb 03 – Dec 04* **English Teacher**

English teacher both private and public education as a volunteer

* ***Ensuring*** that pastoral aims and objectives were met and reporting progress and achievement;

***Monitoring*** progress of over eighty students including verbal reports and meetings with parents.

* ***Execution*** and marking of written and oral exams;

My experience in teaching, face to face meetings and presentations has given me confidence in presenting to an audience and perfected my skills in the transmission of the desired message.

*Dec 02 – Jul 03* **SEBRAE – MG**

Intern in business and sales and promotion management

* ***Worked as part*** of a team strategically seeking opportunities to strengthen and solidify relationship between SEBRAE and clients through capitation of resources;
* ***Commercialisation*** of advertisements for a well-known business magazine, with sales of 100.000 per-month;
* ***Was recruited*** to join team of highly experienced commercial Managers;
* ***Generated*** new business and sales as part of a direct sales force.

*Apr 02 – Aug 02* **Projeto Franquia Banco do Brasil *(National Bank of Brazil)***

Business Development Consultant

* ***Market research*** campaign which lead to new investors and sales;
* Carried an annual target of £100.000 in sales;
* ***Achieved*** highest revenue in team after third month, and hit target in excess every month after;
* ***Function as versatile*** team player with ability to comprehend and manage new business scenarios, customer groups and product types.

*Sep 01 – Mar 02* **Banco do Brasil *(National Bank of Brazil)***

 Intern in Customer Service

* ***Commercialisation*** of bank products;
* ***Achieved*** excellent customer satisfaction through individual and teamwork.

*Feb 01 – Aug 01* **Athenas Thermal Insulating and Refractors**

Intern in international business and commercial area

* ***Responsible*** ***for*** dealing with suppliers companies based in France, the USA and Germany;
* ***Monitoring*** the success of offers and deals;
* ***Worked as part*** of a sales team in highly competitive environment.

### International Experience

* UK College of Business and Computing – 6 months
* Exchange Student sponsored by the Rotary Club

Armstrong High School, Minnesota USA - *1 year*

* Speech – Armstrong High School - *6 months*

## **PERSONAL INTERESTS**

Off-road motorcycle, mountain biking, football, scuba diving, swimming, and running.

Also enjoy, cinema, theatre, traveling and generally socialising and meeting new people.