



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.