

Marcos Falcao BD (Hons), MA - Cover Letter and Resume

Dear Recruiter.

EU Citizen, educated in London - England with an MA degree, and currently living in Toronto, as a Permanent Resident in Canada.

Started in Radio back in **1986** and in the last 30 years have been managing projects in South and North America, Europe, and Africa. The result of several assignments around the world is that I am **fluent in English, Portuguese, Italian, and Spanish languages**, with **basic knowledge of French**.

As a seasoned Journalist, Broadcaster, and Communications Director, after an initial assessment, I am able to create a streamlined communication process, which saves time and money to the company as well as to its shareholders.

Managed projects of up to three thousand labour force in the fields of Power Plant, Steel, Building, Roadworks, Languages, and Communications. As a Manager, I am able to coordinate program and policy and to both support and direct a team, so they perform according to expectations and on a healthy work environment.

Engaged in several Public Relations assignments in arts, politics, and sports level. Worked in international sports events as PR, Presenter, and Master of Ceremony.

Graduate to a **Master Degree** from an esteemed **London UK University**, and consider my languages skills (**English, Portuguese, Italian, and Spanish**, with **basic knowledge of French**) as a valuable asset when leading projects to reach a global market.

It will be a pleasure to be able to use my management skills and **30 years of experience** to serve your institution and its patrons.

See attached my resume for your attention.

Thank you so much and I hope to hear from you soon.

Marcos Falcao. Toronto - Canada.

1 647 608 5810 marcos@djministries.com

Marcos Falcao BD (Hons), MA

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Toronto - Canada

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Senior Project Manager, Journalist and Languages Executive with expertise in creating, presenting and managing million-dollars project solutions for clients at all levels, including CEO.

Key Skills

- Fluent written, reading, and spoken English, Italian, Portuguese, and Spanish, with Basic knowledge of French.
- Team player, able to deliver even when working with tight deadlines and under pressure.

Professional Experience

- **Siemens** - 480 MWe Combined Cycle Power Plant

Multi-million US dollars Siemens venture. As a Planning Manager, I was in charge of project planning and execution by leading a team of 3,000 workers. I was successful in running the assignment making sure that it was executed on time, within budget, and to Siemens standards and satisfaction.

- **Microsoft** - Client Satisfaction Analysis (Ipsos - London UK)

Successfully completed an Assessment with Marketing Executives in all regions of Brazil; to conduct a thorough survey regarding their satisfaction in using Microsoft products, services, and advertisement tools.

- **CPA Global** - Trademark Specialist

Safeguard clients against infringements by researching trademark applications on journals - in English, Portuguese, Italian, and Spanish - published all over the world. Successfully reported several trademark violations from applicants that - if not reported in time for opposition - would cause a substantial image and financial loss to our clients.

- **Interpreter**

Her Majesty's Court Service; United Kingdom Home Office;
United Kingdom Border Agency; London Metropolitan Police.

Facilitate the conversation between British officials and Portuguese, Spanish, and Italian speaking nationals with little or no command of the English language.

- **Translator**

Project Management of technical and institutional texts and documents for private companies and government agencies. Translation and localization services in any combination (to and from) of English, Portuguese, Italian, and Spanish.

- **Journalist, Broadcaster**

Production, editing, and presentation of news pieces and news reading - for Radio, Printing, and Television - in world catastrophes, refugee camps, Head of States, G-20 meetings, and International Sports.

Main Assignments

- Nossa TV - **Canada** - Portuguese language show aired on Rogers and City TV Toronto.
- 2K+ - London - **England** - Journalist, Producer, Presenter.
- RTB - Torino - **Italy** - FM Radio Journalist, Producer, Presenter.

Education and Qualifications

Master of Arts (MA) in Bilingual Translation English-Portuguese -
Westminster University, London - UK.

Bachelor of Divinity (Hons) - Spurgeon's College - London - UK

Certified Portuguese Interpreter - United Kingdom Border Agency

Sound Forge - Audio Editing

Final Cut - Video Editing

SDL Trados - Translation Memory