

## Curriculum Vitae

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### EDUCATION

ACADEMIC		
Institution	Degree Obtained	Dates
ICEI (Instituto Complutense de Estudios Internacionales) – Universidad Complutense de Madrid - España	Master in International Development and Aid – Graded Outstanding Thesis: Gender- Women in the Brazilian Labor Market	Oct 2010 to Dec 2012
Fundação Getúlio Vargas (FGV) – Campinas/SP, Brasil	Post-Grad in Business Management	Aug 2004 to Jul 2006
Centro Universitário SENAC - Águas de São Pedro/SP, Brasil	Hotel Management Superior Degree	Jan 2000 to Dec 2001
Colégio Salesiano São José – Escola Técnica de Campinas (ETEC) SP, Brasil	High School with Technical Guidance in Data Processing (computer programming)	Jan 1997 to Dec 1999
International Schools	Primary and Secondary Education in France (1991 - 1992) and in United States (1992-1996)	1991 to 1996
ADDITIONAL CERTIFICATES		
Cámara Municipal de Comercio e Indústria de Madrid	Conference/Workshop: Equality Policies for Women and Men in Business Practice	Nov 2012 (3 days)
Instituto de la Mujer	Online Distance Course: Equal Opportunities- Practical Application in Business and Human Resources	Feb 2012 to May 2012

### LANGUAGES

Language	Reading	Speaking	Writing
Portuguese	1	1	1
*English (Bilingual)	1	1	1
Spanish	1	1	1
French	2	3	4

(1=excellent, 5=basic)

\*Certificates: Cambridge FCE (1998), CAE (1999), IELTS (2010)

**PROFESSIONAL EXPERIENCE**

Date	Country	Company	Position	Description
Jul 2013 – Oct 2013; May 2014 – Jul 2014	Spain Madrid	Electronic Arts (EA Games)	LT – Localization Tester	<b>Localization Tester (Brazilian Portuguese):</b> check linguistic quality of the localized products in-line with EA procedures and requirements prior to being certified by EA’s Certification group. Report bugs, software flaws and/or design issues, proofread translations and make necessary corrections and seek to improve testing process. Tested Battlefield 4, and The Sims 4 as a team leader as well as a language focal point for other testers.
Nov 2011 – May 2014	Spain Madrid	Windsor Idiomas	Languages Teacher	<b>Business English and Portuguese teacher</b> for all levels and all areas of focus (business, examination certificates, conversation fluency, etc.).
Nov 2010 – Dec 2011	Spain Madrid	Corporate Solutions (CS International Projects)	Business Mgmt Development/ Consulting & Projects	<b>Business Management &amp; Development:</b> search for international cooperation program and project tenders, preparation of expressions of interest and winning proposals, forming consortia, recruiting experts and other professionals, preparing travel arrangements, monitoring project phases, translations. <b>Consulting &amp; Projects:</b> participation in diagnostic studies, evaluations, reports, surveys, etc.
Jul 2004 – Sept 2010	Brazil Hortolandia / SP	IBM	CSR/Team Leader/ Lead PLM/Project Leader/ Certified Internal Trainer	<b>Corporate Citizenship Project Leader &amp; Coordinator:</b> Responsible for creating and implementing a volunteer project in the company as part of the activities of the CSR sector. Local office volunteers were selected to work alongside with the Corporate Service Corps team during the month of the project, and carry on with the NGOs during the year as to ensure project implementation and the company’s ongoing support to the organizations. Project was successful in Hortolandia and later implemented in Belo Horizonte and Rio de Janeiro. <b>Certified Internal Trainer:</b> training courses and capacity building in strategic areas and corporate values, corporate ethics, internal processes, and corporate culture courses for regular employees and new entrants. <b>Lead Project Lifecycle Manager:</b> PLMs Team Leader. Roles similar to those of Team Leader, focused on the management of new and potential contracts, providing closer to support to project management teams. <b>Team Leader:</b> leader of diverse teams in the operational sector. Main activities: support to operations and project managers, as well as members of the team and ensure team accuracy and timeliness. Run meetings, internal processes documentation, change management, tools and systems performance, internal and external audit assistance, training and mentoring. <b>Customer Support Representative:</b> billing/invoicing service contracts, support operations and project managers, as well as team.
Sept 2002 – Nov 2003	USA Salt Lake City Utah	Little & Grand America Hotels	Front Desk Agent / Reservations Agent & Team Leader	International Hotel Program. <b>Reservations agent and team leader</b> for 9 months. <b>Front desk agent</b> for 9 months. Other activities sporadically as event planning assistant, accounting, restaurants and telephony.
Jan 2002 – Sept 2002	Brazil São Paulo	Wisdom Idiomas	English Teacher	<b>English Teacher</b> for groups from basic to advanced levels. Academy’s own teaching method.

Sept 2000 - Oct 2000	Brazil Águas de São Pedro	Grande Hotel Águas de São Pedro	Internship	Required internship for the Hospitality Management degree. Functions: receptionist, concierge, accounting, restaurant, kitchen, events.
Nov 1999 – Jan 2000	Brazil Campinas/SP	Capriolli Turismo	Internship	Internship practices related to technical data processing and programming. Responsible for supporting the ICT programmer, as well as assist company's executives in administrative functions.

**OTHER RELEVANT EXPERIENCES**

Date	Country	Organization	Position	Description
On-going	-	-	Freelance Translator	Member of freelance translation websites, such as Onehourtranslation.com and Proz.com. More than 50 translation projects delivered, with a high level of satisfaction feedback from all companies. Translations vary from website content to company portfolios, videogames and legal documents, among others.
May 2012 – Dec 2013	Spain Madrid	Alianza por la Solidaridad	Volunteer in the Gender Group and Equality Committee	Volunteer work in the Gender Group and Equality Committee in the implementation of the organization's Equality Plan through workshops and meetings, monitoring and assessments to develop organizational and cultural changes within the NGO. Interim/final Evaluation of the Equality Plan project.
Jul 2013	Spain Madrid	WIDE+	Simultaneous Translator	Participation in the annual meeting of the WIDE+ organization (European Network around Women's rights and development) as a simultaneous translator. The meeting covered issues regarding the re-establishment of the organization, with new visions, missions and goals, as well as the redefinition of the participating and active countries and organizations.
Jan 2010 – Sept 2010	Brazil Campinas/SP	Grupo Primavera	Volunteer / Project Leader	Volunteer work as a project leader in the NGO "Grupo Primavera", institution focused on the development of gender equality through activities and education for girls in the community. The work consisted of implementing the e-commerce of the NGO's crafts work.
Mar 2008 – Aug 2010	Brazil Campinas/SP	Fundação Eufraten (Bezerra de Menezes)	Volunteer / Project Leader	Volunteer work as a project leader. Creation, implementation and sustainability of the educational project for professional preparation of children and adolescents in the community. The project consisted of free English classes on weekends. Creation of all teaching materials, activities calendar and volunteer teacher recruitment, ensuring the project's continuity and sustainability.