

Anny Mentges Souto



- **Personal Data:**

- Born on August 3rd, 1961, in Rio de Janeiro, Brazil.
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- **Improvement Courses:**

- Instrumental English Course in the Oil and Gas Area
- Completed the seventh year of the English course at the Sociedade Brasileira de Cultura Inglesa (RJ) in 1979. (CAE – Certificate in Advanced English – University of Cambridge)
- Completed the sixth semester of the German course at Centro de Atividades Culturais Ltda. in 1988.

For eleven years, I worked as a Bilingual Secretary in various companies, ranging from small to large enterprises. Here is an overview of my responsibilities during this period:

1. **Written Communication and Translation:**

- Drafting and translating documents between Portuguese and English.
- Creating versions in both languages.

2. **Administrative Tasks:**

- Managing international telephone calls.
- Managing cash fund accounts.
- Dispatching correspondence and overseeing messengers.
- Organizing and controlling office supplies, printed materials, and stock maps.
- Maintaining warehouse operations.
- Managing files for correspondence.

3. **Travel Coordination:**

- Arranging trips for board members abroad, including hotel reservations and airline tickets.

4. **Foreign Trade:**

- Establishing contacts with suppliers to order samples and negotiate better prices.

- Engaging with importers in the USA and Europe to explore future sales opportunities.
- Coordinating with air and sea transport agencies for sending samples and documents internationally.

5. **Education Experience:**

- Taught English at the Canada Institute of Studies, American Institute of Languages, and Interchange English Course.
- Owned and served as a pedagogical advisor at the Eagle English Course in Estância, Sergipe, from 1999 to 2003.
- Conducted advanced and instrumental English classes in the oil and gas sector at the Wizard English Course in Saquarema/RJ and Campos dos Goytacazes/RJ in 2004 and 2005, respectively.

In 2006, following my approval in the IV Public Tender of the Municipality of Rio das Ostras, I served in the DELCO (Department of Bidding and Contracts) for a period of two years. Subsequently, I spent fourteen years in the Department of Warehouse and Supplies. During this time, my responsibilities included:

1. **Acquisition of Consumer Goods:**

- Procuring necessary items for the organization.
- Ensuring the smooth distribution of goods.

2. **Warehouse Management:**

- Managing the inflow and outflow of materials within the warehouse.
- Utilizing the CM System (Cetil) for efficient management.

3. **Accountability and Oversight:**

- Participating in the annual accountability process with the Court of Auditors of the State of Rio de Janeiro.

As a **freelance professional**, I engage in the following activities:

1. **Language Services:**

- Conducting private English lessons.
- Facilitating English-Portuguese translations.
- Typing various documents, including manuals, school assignments, resumes, handouts, theses, and monographs.

2. **Creative Work:**

- Crafting final arts.

As a **Social Media Evaluator** working remotely for the following companies:

1. **Appen:**

- As a **Social Media Evaluator**, I assessed and improved the quality of social media content.

- Responsibilities included evaluating posts, images, videos, and advertisements.
- Provided feedback to enhance user experience and maintain content standards.
- Contributed to data analysis and algorithm refinement.
- Worked approximately **20 hours per week** from home.

2. Lionbridge:

- Like in Appen, I evaluated social media content for quality and relevance.
- Ensured accurate and appropriate content for the intended audience.
- Contributed to maintaining a trustworthy digital environment.
- Worked remotely, emphasizing consistency and attention to detail.

Additionally, I contributed to the English version of a part of the book titled “**Caminhos e Atalhos**” by writer **Núbia N. Marques**, based in **Aracaju, Sergipe**, in **1997**.

At present I am taking the following courses:

1. Bachelor’s degree in Tourism Management Technology offered by Cruzeiro do Sul Virtual:

- The Tourism Management Technology program equips students with essential skills for planning, organizing, and evaluating tourism-related activities. Graduates gain expertise in travel agency operations, coordination of tourist transport services, and tourism consulting. Additionally, they learn to identify and assess touristic potentials at local and regional levels, contributing to sustainable sector development.

2. Professional Course in Digital Marketing Analyst

- Professional Course in Digital Marketing Analyst offered by Cruzeiro do Sul Virtual provides a comprehensive understanding of essential digital marketing principles, search engine optimization (SEO), data analysis, and online advertising campaigns. Participants learn to create impactful content, optimize online visibility, and strategically engage with social media and influencers. This course equips individuals to excel in the dynamic field of digital marketing.

3. Workshop on Translation, Version, and Interpretation in English

- The **Workshop on Translation, Version, and Interpretation in English** offered by **Cruzeiro do Sul Virtual** is a **100% online workshop** that aims to introduce computer-assisted translation programs and software, as well as delve into translation memories.