

# Nadir Aparecida Pereira

Brazilian, 45 years old.

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## CAREER GOAL

- Freelancer Translator: English and Spanish into Portuguese from Brazil.

## SKILLS, ATRIBUTES AND EXPERIENCES

- Fluent English speaker. Advanced Spanish speaker.
- Enthusiastic, reliable, honest, pro-active, flexible, interpersonal skills, motivated professional, good communication skills, facility to learn procedures, rules and instructions, committed with deadlines;
- Experience in management, finances, billing, purchasing, supplying, inventory control and audit and logistic;
- Experience in management statements, revenue, budget, costs, cash flow, accounting statements, etc.;
- Customers and suppliers service;
- Experience with ISO 9000:2000 and audit procedures;
- ESL – English as a second language teaching experience;
- International professional experience.

## EMPLOYMENT HISTORY

02/2011 (current job)	InFlux Language School	Occupation: English teacher
06/2011 – 07/2013	Faculdade Uniseb	Occupation: tutor teacher – Business and Finances courses
09/2008 – 05/2010	Royal Caribbean International	Occupation: Customer Service
01/2002 – 11/2006	Ibema Cia Brasileira de Papel	Occupation: O&M Assistant

## INTERNATIONAL PROFISSIONAL EXPERIENCIES

I have lived in Australia in order to improve the English language skills. Whilst in Australia my goals were to immerse in the local culture, along with working in the hospitality industry, studying, travelling throughout Australia and Asian countries. All these experiences have been useful to enable me to utilise my existing skills and develop cultural and language diversity.

I have worked for Royal Caribbean International, world leader cruise Line Company, delivering customer service for clients from different nationalities and cultures all over the world.

## EDUCATIONAL BACKGROUND

- Bachelor of Administration - Cesumar University – Maringá- Parana – Brazil
- Post graduation in Foreign Trade – Cesumar University – Maringa-Parana -Brazil
- Diploma of Business – Marketing – Mackintosh International College – Australia
- General English – Schools in Brazil and Australia.
- Spanish – inFlux Language School - Brazil
- Professional Translator – Marisa Nagayama - Brazil

## PC SETTING

Windows Vista 07 Home Premium. Intel Core Duo 2 CPU T 6400 2GHz. RAM 4 GB

## EXPERTISE

Business, Marketing, Quality System Management, Finances, Hospitality, Logistics, etc.

## SOFTWARE

Office and Wordfast

## AVERAGE PRODUCTIVITY

2000 words a day