


# Daniela Ader

Estonia

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## Summary

I speak English, Portuguese, and Spanish fluently, these languages are part of my daily life because in the last 7 years I have been working as a languages teacher, proofreader, and translator. I also speak Italian, Chinese and Estonian, but not fluently.

I am a professional capable of complying with specific fields in the job market, able to adapt to differentiated characteristics according to the professional and market profile.

- Good knowledge of web browsers and search engines, emails, social media, and good skills in software packages (Skype, Zoom, Word, Excel, and Powerpoint).
- Microsiga Protheus - TOTVS S/A- (ERP/CRM/HCM/SCM)
- WordPress and Blogger Platforms
- SEO
- Webinar
- Affiliate marketing

My background allows me to work in the sales consultant/coordinator field, as a customer support manager, the business area of import and export, consulting, and customs clearance.

My degree in foreign trade technology prepared me to meet the real needs of the international world. The curriculum was focused on operations involving the exchange of goods and services, commercial and customs practices, quantitative methods, legal, social and economic practices, as well as logistical solutions. A training perfectly suited to the new needs of this global scenario.

## Experience

### English Second Language Teacher

English Teacher

Aug 2018 - Present (3 years +)

I produce materials and design lessons that cover all aspects of the English language, whether written or verbal. I am also responsible for creating a positive class environment and encouraging students to reach their learning goals.

I am the team leader that prepares the students for the annual National Exams, the rate of success of my students is 100%.

### Professora de língua espanhola / Spanish teacher (English/Estonian based)

Võru Gümnaasium (High School)

Sep 2017 - Present (3 years 11 months +)

Teaching and other duties such as class preparation, adapting teaching materials, checking homework, administering and grading tests.

Võru Gümnaasium offers an intensive student-centered environment with diverse opportunities. I teach listening, reading, writing, and speaking skills, as well as geopolitical, economic and social issues, in an immersion based environment.

The school is adapted to work with high technology and I have to integrate technology in the classroom and in homework assignments. As well I have to employ computer skills to organize data and teaching materials.

For this position, I have to stay abreast of current foreign language teaching theories and methods.

My Spanish students are in levels A1 and A2.

## Online Tutor

Online Instructor (teacher or tutor)

Sep 2013 - Present (7 years 11 months +)

Online Instructor (teacher or tutor)

As an online educator, I know how to help learners develop an understanding of content in a distance environment.

I am an experienced teacher who blends pedagogy, technology, and content.

After more than 7 years of work, I established an online presence, where I prepare my own material and I share/publish it on social media.

I have effective communication skills and the ability to manage learners (in online classes).

## Gerente de mídias sociais

Nômade Digital / Digital nomad

Sep 2013 - Present (7 years 11 months +)

Digital work experience as a Digital Nomad:

Social media content

Website designing (Travel blogs and business services)

Online products sales (flight tickets, tours, car rental, and travel insurance)

Travel blog content production

Content production for WhatsApp and Facebook groups

- Good knowledge of web browsers and search engines, emails, social media, and good skills in software packages (Skype, Google Hangout, Word, Excel, and Powerpoint).
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Na área de Gestão de Mídias sociais tenho experiência em

- Análise e metrficação de resultados em mídias sociais digitais;
- Conceituação de projetos em mídias sociais digitais;
- Coordenação de equipes de criação em multiplataformas;
- Elaboração de imagem de marca em ambientes digitais;
- Gestão de projetos em mídias sociais digitais;
- Pesquisa e produção de conteúdo para multiplataformas.

Estou apta para trabalhar nas seguintes áreas:

- Análise de comportamento de consumo online;
- Construção de imagem e reputação online;
- Curadoria de conteúdo para mídias sociais digitais (especialmente para e-commerce);
- Digital coolhunting;

- Empreendedorismo em mídias sociais digitais (blogging, crowdsourcing, crowdfunding);
- Monitoramento de influenciadores digitais;
- Monitoramento e métricas de resultados;
- Produção de conteúdo para mídias sociais digitais, tanto em agências especializadas como no segmento corporativo (marketing de marcas);
- Styling e direção de arte para mídias sociais digitais (para marketing digital em multiplataformas);
- Produção de Webinar;
- SEO;
- marketing de busca;
- web metrics;
- monitoramento social;
- links patrocinados

Sou responsável pela produção de conteúdo, divulgação e análises métricas do meu trabalho como professora de idiomas (nômade digital) em redes sociais e no meu blog.

## Senior Sales Manager and Customer service Manager

UCB

Mar 2011 - Sep 2013 (2 years 7 months)

I was responsible for managing, coordinating, and guiding sales administration activities, such as analysis of the volume of billing, collection, monitoring of payment terms, prices and discounts of the products sold, offering solution and clarification of doubts, preparation of periodic reports with results achieved. Among other operational flows inherent to the sales department, customer service, telesales, and call center.

I was a co-participant in the implantation project of the breast implants and facial fillers sales sector. In this project, my role was to manage sales, customer service, after-sales, logistics, and training on products and best practices, as required by the Brazilian regulatory in the health area, ANVISA.

Atribuições do cargo: Coordenação e orientação de atividades de administração de vendas, tais como análise do volume de faturamento, cobrança, acompanhamento de prazos de pagamentos, preços e descontos dos produtos comercializados, oferecendo solução e esclarecimento de dúvidas, elaboração de relatórios periódicos com resultados alcançados. Entre outros fluxos operacionais inerentes ao departamento de vendas, tele vendas e call center.

Fui coparticipante do projeto de implantação do setor de vendas de próteses mamárias e preenchedores faciais. Neste projeto, minha função era gerir vendas, pós-vendas, logística e treinamentos de produtos e de boas práticas, conforme exigência do órgão regulador da área de saúde, a ANVISA.

## Assistant Manager Sales Operations

Import Medic

Jun 2009 - Feb 2011 (1 year 9 months)

Responsible for the customer service operation.

## Education

### Faculdade de Tecnologia (Fatec Barueri)

FACULTY OF TECHNOLOGY, International Business

2011 - 2014



## **CEFAM Itanhaém**

technical school , Pedagogy

1996 - 1998

## **Licenses & Certifications**



**School Teacher** - Centro específico de formação e aperfeiçoamento para o magisterio

## **Skills**

Selling Skills • Sales Management • Gestão de vendas • Business Strategy • Microsoft PowerPoint • Microsoft Excel • Microsoft Word • Zoom • Google Meet • International Business