

Seu nome completo: Shirley de Sousa Alves

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Phone Number: 55+ (85)991087028
E-mail: Shirleysousa575@gmail.com
Date of Birth: 09/20/1998
Nationality: Brazilian

Qualifications and Professional Activities

- Institution Name: Instituto Ágape Brasil, Course:
- Secretariat/Receptionist/Store Attendant/Telephonist (2009);
- Institution Name: Instituto Ágape Brasil, Course: Service
- Techniques/Sales (2009); Institution Name: Instituto Ágape Brasil,
- Course: Marketing (2009); Institution Name: FGV Online, Course:
- Quality In Services (2011); Institution Name: FGV Online, Course:
- Science And Technology (2011); Institution Name: FGV Online,
- Course: Sociology (2011); Institution Name: SENAI, Course:
- Environmental Management (2012); Institution Name: FIEG
SENAI,
- Course: Environmental Development (2012); Institution Name:
- SENAI, Course: Environmental Education (2014); Institution
Name:
- IPED, Course: Environmental Licensing (2014).

Academic Background:

- University Graduate Biological Sciences UEG Universidade
Estadual do Ceará – Country: Brazil, City: ITAPIOCA/CE,
Graduated in December/2014. CR: 191(= GPA 3.55)
- High School Colégio Estadual de Palmeiras de Goiás – Country:
Brazil, City: Palmeiras de Goiás/GO, Graduated in
December/2010. CR: 9,4 (= GPA 3.60)

Languages:

- Fluent English (EN), Italian (IT), French (FR) and Spanish (ES).

Translation Experiences

- Translation of scientific articles and revision of monographs (UEG Universidade Estadual de Goiás) January/2011 – December/2014.
- Translation of films and TV series (Universe Series) January/2013 – November/2018.
- Translation of international songs (Vagalume Letras de Músicas) March/2015 – December/2018.
- Subtitle translation on my personal YouTube channel (YouTube) January/2014 currently.

Computer Skills:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Office
- Microsoft Windows
- Internet Explorer (2009)
- Adobe Photoshop CS6 (2012)
- Sony Vegas Pro 15 (2017); Corel Draw 2019.

Professional Experience:

- Drogaria Drogamil – Job title: Administrative Assistant, Country: Brazil, City: Palmeiras de Goiás/GO – Time period: February/2006 – December/2009.

- Helped customers find the products of the store, but also made the reception of them;
- Made annual company balance sheet; -
- Invited customers to buy products in the promotion.

- Cobra D'água Vídeo Locadora – Job title: Store Attendant,
Country: Brazil, City: Palmeiras de Goiás/GO – Time period:
January/2010 – March/2016.

- Showed customers find the products of the store,
but also made the reception of them;
- Indicated movies that were on display to customers;
 - Collected the rented titles.

- UBS Dr. Osvaldo Cassiano de Faria – Job title: Health Agent,
Country: Brazil, City: Palmeiras de Goiás/GO – Time period:
December/2016 – Currently work here.

- I make visits to the homes of people who live in my work area;
 - I order controlled prescriptions, of medicines
that patients need to take daily;
- I realize home visits with the doctor responsible for my work area.
Accompanying track of people who are bedridden.