

Edilaine Sulie Cardoso

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Date of Birth: 05/07/2002
Nationality: Brazilian

Qualifications and Professional Activities

- Institution Name: Instituto Ágape Brasil, Course: Secretariat/Receptionist/Store Attendant/Telephonist (2017);
- Institution Name: Instituto Ágape Brasil, Course: Service Techniques/Sales (2017); Institution Name: Instituto Ágape Brasil,
- Course: Marketing (2017); Institution Name: FGV Online, Course:
- Quality In Services (2019); Institution Name: FGV Online, Course:
- Science And Technology (2019); Institution Name: FGV Online,
- Course: Sociology (2019); Institution Name: SENAI, Course:
- Environmental Management (2020); Institution Name: FIEG SENAI,
- Course: Environmental Development (2020); Institution Name:
- SENAI, Course: Environmental Education (2020); Institution Name:
- IPED, Course: Environmental Licensing (2020).

Academic Background:

- Graduated in University Education FAI Faculdade de Iporá – Country: Brazil, City: Palmeiras de Goiás/GO, Graduated in December/2020. CR: 9.0 (= GPA 3.52)
- Graduated in Biological Sciences UEG State University of Goiás – Country: Brazil, City: Palmeiras de Goiás/GO, Graduated in December/2014. CR: 9.2 (= GPA 3.55) High School Colégio Estadual de Palmeiras de Goiás – Country:

Brazil, City: Palmeiras de Goiás/GO, Graduated in
December/2021. 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/2017 – December/2019.
- Translation of films and TV series (Universe Series) January/2018 – November/2020.
- Translation of international songs (Vagalume Letras de Músicas) March/2017 – December/2018.
- Subtitle translation on my personal YouTube channel (YouTube) January/2020 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/2017 – December/2018.
 - 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/2019 – March/2020.
 - 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/2020 – 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.