

NATHALIA TAVARES DUARTE

Brazilian, 30 year old

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EDUCATION

Bachelor´s Degree in International Relations with emphasis in Foreign Trade

Customs Broker course finished in June/2014, registered with the IRS

LANGUAGES

Fluent in Portuguese – native language

Fluent in English – Residence for 5 years in the United States

Intermediate Spanish - Basic understanding

EXPERIENCE

Lersh Traduções – Rio De Janeiro, Rj - Brazil

Duration: June 2023 to present

Job title: Freelance Bilingual Translator - English/Portuguese

Responsibilities:

* Perform and review translations of legal documents.

Atouts Consultoria - Data & Analytics – Rio de Janeiro, Rj - Brazil

Duration: September 2022 to present

Job title: Commercial Department

Responsibilities:

* Coordinate service sales activities.

* Prospecting for new clients.

* Actively participate in meetings with potential clients.

* Updating management control worksheets.

Sulnorte Serviços Marítimo LTDA – Rio de Janeiro, Rj - Brazil

Duration: November 2018 to September 2022

Job title: Commercial Department

Responsibilities:

- * Control of port operations for tugboats in the ports of Vitória, Rio de Janeiro, Sepetiba, Santarém and São Luís.
- * Administrative and operational management of the branches, as well as the crews of their respective tugboats.
- * Recording and monitoring of port operations such as customer contracts in the company's system.
- * Preparation and follow-up of commercial and billing instructions.
- * Customer service and customer contact.
- * Cost reduction planning.
- * Fuel consumption control of branch tugboats and charter costs.
- * Market share analysis of the ports of Vitória, Rio de Janeiro, Sepetiba, Santarém and São Luís.
- * Invoicing for services provided.
- * Accounts Payable & Receivable.
- * Development of various reports, according to management needs or requests.
- * Tugboat documentation management.
- * Relationship with suppliers and port authorities.
- * Responsible for carrying out HSE audits on board including documentation and equipment testing.

China Chamber of Commerce and Industry – Rio de Janeiro, Rj - Brazil

Duration: March 2017 to November 2018

Job title: Commercial Area

Responsibilities:

- * Coordinate sales activities.
- * Attracting New Associates.
- * Promotion of services and events of the Chamber.
- * Preparation of missions to China.
- * Actively participate in meetings with potential clients and events with Chinese Delegations.
- * Updating management control worksheets.

Terratek Tecnologia Ltda – Rio de Janeiro, Rj - Brazil

Duration: February 2013 to May 2016

Job title: Local Content Coordinator

Responsibilities:

- * Customer service and research of customers.
- * Preparation of business proposals and contracts.
- * Evaluation of projects in the oil and gas supply chain.
- * Update worksheets for management control.
- * Calculation and preparation of Local Content certificates.
- * Coordination of the Local Content team

Lersh Traduções – Rio De Janeiro, Rj - Brazil

Duration: August 2010 to February 2013

Job title: Bilingual Translator - English/Portuguese

Responsibilities:

- * Perform and review translations of legal documents.

Italia Import & Export Center – Hollywood, Florida, Eua

Duration: January 2007 to December 2009

Job title: Sales Representative

Responsibilities:

- * Direct contact with customers to assist in the purchase of products and after-sales support.
- * Responsible for the inventory of merchandise, updating information on the website, including photos and descriptions of new products.
- * National or International shipment of merchandise from purchases made through the company's website.

Lady of America Gym – Deerfield Beach, Florida, Eua

Duration: May to December 2006

Job title: Customer Service

Responsibilities:

- * Direct Customer Service.
- * Sale of memberships.

COMPUTER

Complete Office Package Knowledge

Power BI