



# Leonardo Aranha Ferreira

Translator



## Personal Information

### Email

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### Telephone

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### Address

Rua Libra, nº 21, Recanto dos Signos,  
São Luís - Brazil

### Date of Birth

1992-04-13

### LinkedIn

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## Skills

SDL Trados

MemoQ

Ability to organize and plan

Ability to manage information and review documents

System knowledge [Software]

Agility, zeal, sense of responsibility, and punctuality

Proficiency in Microsoft Office



## Languages

Advanced English

(Advanced reading, can understand complex ideas and express complex ideas)



## Resume summary

Administrative assistant with extensive knowledge of office administrative routines and the main communication and activity management technologies, with experience in planning and programming. Qualified to handle confidential information and multiple simultaneous demands. Able to communicate in English and perform translations from English to Brazilian Portuguese.



## Work Experience

2010-12  
- 2016-04

### Mechanical Inspector

*Vale S/A, São Luís*

Mechanical inspection, mechanical planning, mechanical maintenance scheduling, mechanical maintenance, and the opening of service orders in the SAP system.

2019-02  
2021/02

### Administrative trainee

*Court of Auditors of the State of Maranhão, São Luís*

File documents; prepare documents; monitor electronic processes; feed and support spreadsheets; manage the TCE internship program; serve external and internal audiences; monitor and inform the functional progression processes of the servers.

2019-03  
- 2021-03

### Administrative trainee

*Public Prosecutor's Office of the State of Maranhão, São Luís*

Manage the programming of the drivers of the promotions of the capital; feed and monitor electronic spreadsheets; serve the internal and external public; register electronic protocols; prepare documents; file documents.

2021-12



## Education

### Bachelor in Business Administration

*State University of Maranhão, São Luís*



## Courses

People Management SAP

Information System

Instrumental English

Microsoft Word Basic