

## ALEXANDRE WEISSMÜLLER DOS SANTOS

Single

49 years old

Address: Setor 6 Quadra "F" n.º 11 - Guajuviras - Canoas/RS Brazil

CEP 92415-590

Phones: +5551984071798 (Mobile) / +555134683362(Office)

E-mail: [aweissmuller@gmail.com](mailto:aweissmuller@gmail.com)



### GOAL

Work as an English-Portuguese translator

### QUALIFICATION SUMMARY

- ✓ 12 years translating texts, working with administration, education, law, account, health and software materials, using SDL Trados Studio and Wordfast.
- ✓ Since May/2016 acting as CTS - Council Technology Specialist for the Church of Jesus Christ of Latter-Day Saints (volunteer), in Porto Alegre Metropolitan Area, Rio Pardo Valey and Gramado and Caxias do Sul, training members and leaders in the use of several applications, LDS.org portal, FamilySearch, webcast both desktop and mobile.
- ✓ 5 years experience in office work, writing, typing documents, letters, working with internal mail, time cards control, preparation and oversight of work schedule for the Guarda Municipal de Nova Santa Rita, oversight and implementation of process for control of patrimony for Prefeitura Municipal de Nova Santa Rita:
- ✓ 4 years experience in installation and operation of television internal circuit, and video edition.
- ✓ 3 years acting as secretary (volunteer) writing and typing documents, statistic reports both manually and with MS Excel, creating PowerPoint presentations, training LDS Church secretaries in Canoas, Esteio, Santa Cruz do Sul, Gramado, Capão da Canoa and Vacaria, in a total of 22 church units, and auditing their records;
- ✓ 2 years experience in language courses implementation; creating teaching material, hiring and training teachers;
- ✓ 2 years as volunteer software tester for genealogical applications in Portuguese for the Family Search;
- ✓ 10 years working as an English teacher for language schools and private classes focusing in helping the students to speak fluently;
- ✓ 1 year teaching English for high school and equivalency programs;

### PROFESSIONAL BACKGROUND

#### INTELLECTUAL RESERVE INC.

Freelancer Translator English - Portuguese

Since Aug/2005

#### ALEXANDRE WEISSMULLER DOS SANTOS – ME

Freelancer Translator English - Portuguese

Since Sep/2008

#### NETWORK INFORMÁTICA LTDA

Camera operator/ Video editor

Since May/2012

#### English Teacher

From: Mar/2004 - May/2010

Private English Teacher

#### WIZARD IDIOMAS - Canoas/RS

Buzsiness Agent

From: Nov/2002 to Mar/2004

English Teacher

From: Jul/2001 to Nov/2002

### EDUCATION

**INSTITUTO FEDERAL DE EDUCAÇÃO, CIÊNCIA E TECNOLOGIA DO RIO GRANDE DO SUL - CÂMPUS CANOAS** - Technology in Analysis and Development of Computer Systems - Mar/2014 - Dez/2018

**UFRGS - INSTITUTO DE LETRAS** Languages/Degree Mar/1999 - Mar/2007(unfinished)

### EXTRA-CURRICULAR COURSES

- ✓ **SKILL inglês - espanhol- São Paulo** Training for Pedagogical Coordination May 15 to 19, 2000
- ✓ **MINISTÉRIO DA EDUCAÇÃO E DO DESPORTO - UFRGS - Pró-Reitoria de Extensão**

✓ **CONVERGE - MÉTODOS DE GESTÃO**

- ✓ Introdução a Gestão pela Qualidade Total (Introduction to Total Quality Management)  
1998 (4h)

✓ **ESCOLA AVIÃO DE DAT. E INFORMÁTICA**

- ✓ Micro informática (MS-DOS 6.22, WINDOWS 95, MS WORD 6.0, EXCEL 5.0) 1996 (82 h)

- ✓ **CERTAM - RS** Public Accounting 1994 (30 h)

- ✓ **ASSOCIAÇÃO DESERET** Basic Course fo Teaching Improvement 1989 (40 h)

- ✓ **YÁZIGI IDIOMAS -Canoas/RS** English (B1 a B3) 1985 - 1986

- ✓ **ASSOCIAÇÃO DESERET** Intrepreter's Certification 1011999 (12 h)