



ALVES, JAIME

24 years old | single | Brazilian

Rosacruz St., 87 - Jardim Bom Clima,
Guarulhos/SP

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EXP.

- 2022 - 2023 Bartender / Mixologist**
Sigma - Caffe & Gelato (Shopping ParkSul). Customer service, including international ones; preparation of lattes and drinks
- 2020 - 2021 English Teacher**
Application of private lessons and tutoring kids any teenagers in linguistics subjects.
- 2015 - 2017 Administrative Assistant**
Client management;
After Sales;
Accounting

EDUCATION

- 2017 - Incomplete Universidade Federal Fluminense (UFF)**
Business Administration School.
- 2013 - 2016 Getúlio Vargas High School**
Complete High School.

COURSES

Administrative Assistant (SENAI)

100%

English (Cultura Inglesa, CNA)

100%

COMPLEMENTS

- MS Office: Intermediate
- Canva: Intermediate
- Adobe Photoshop: Basics
- CATTools: Basics

KNOWLEDGE AREAS

- Business;
- Art and Entertainment;
- Marketing;
- Linguistics.

GOAL

I search for the opportunity to work with something that allows me to do my job from anywhere, with flexibility and that gets me more networking. That's why I want to work with translation.

ABOUT ME

Creative, with a quick thinking and fast learning. I tend to be able to remain calm in the face of challenge. In fact, I always try to challenge myself and get out of my comfort zone. And even though I master a second language, I believe the translation will be challenging. Can't wait to begin.