

FULANA DE TAL SEM SOBRENOME

BILINGUAL EXECUTIVE SECRETARY WITH SOLID EXPERIENCE IN FINANCIAL SERVICES AND HOSPITALITY

Não traduza seu CV se não dominar o idioma! Um erro te desqualifica.
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PROFILE

Dynamic and committed Executive Secretary with extensive experience providing administrative support to senior executives (e.g. Heads of Wealth Management) and business teams of leading investment banks/asset managers.

Comprehensive understanding of administrative tasks, controlling and organizing:

- ✓ Meetings and schedules
- ✓ International travel
- ✓ Reimbursement & expense reports
- ✓ Video conferencing
- ✓ Work schedules
- ✓ Invoices
- ✓ Confidential documents
- ✓ Maintenance & cleaning
- ✓ Bilingual customer reception
- ✓ Office/kitchen/cleaning supplies

Experience in Sales and Sales administration, researching prices and products, developing customer portfolios and participating in the customer loyalty process.

Significant experience in customer service and hospitality, working for major airlines and leading hotel chains.

Understanding of the Windows environment, MS Office, Outlook and the Internet.

American citizen residing in Brazil with full availability for travel to Miami for job interviews.

Native Portuguese | Fluent English | Intermediate Spanish.

ACADEMIC BACKGROUND

Graduate's degree in Management/Managerial and Business Assistance

Universidade Metodista de São Paulo (2012)

Bachelor's degree in Tourism

Universidade Bandeirante - FIAP (2002)

PROFESSIONAL EXPERIENCE

Brazilian asset management subsidiary of a large global financial services group

Executive Assistant

(12/2012 – 08/2016)

Bilingual Receptionist

(09/2011 – 12/2012)

Brazilian subsidiary of the leading global investment bank

Bilingual Receptionist

(03/2011 – 08/2011)

American transport company

Assistant

(01/2006 – 12/2010)

Eye care clinic in Los Angeles, CA

Sales Assistant

(07/2004 – 01/2006)

Major hotel chain

Trainee of the Human Resources Department

(03/2004 – 06/2004)

Major Brazilian airline

Airport Agent

(02/2001 – 12/2003)

Major Brazilian airline

Airport Agent

(02/1998 – 12/2000)

COURSES

- ✓ Financial Analysis and Planning – Sebrae (2010)
- ✓ ESL (English as a Second Language) - West Los Angeles College – USA (2010)
- ✓ Conducting Tours - West Los Angeles College – USA (2007)
- ✓ Hospitality Occupation - Culver City Unified School District – USA (2004)