

PRAM

ADMINISTRATION • MANAGEMENT • TEACHING

EXPERIENCE PROFILE

MANAGER

- ✓ **People Management:** Work effectively with people, students, parents and staff with emotional intelligence, providing feedback, understanding values and understanding each person individually.
- ✓ **Financial:** Understand all basic company financial reports and support by providing solutions and contributing ideas.
- ✓ **Influencing:** Focus on collaboration and cooperation, so that all team members can reach their personal goals and the company's goals.
- ✓ **Project Management:** Help structure, plan and implement new projects, understanding all costs and deadlines and goals to ensure success.

PRINCIPAL

- ✓ **People Skills:** Work effectively with students, parents, staff and school board officials to accomplish the school's goals by being approachable, so that everyone felt comfortable to talk and about any topic, while remaining professional and authoritative as the head of the school.
- ✓ **Problem-solving:** Developed solutions for problems, proactively and as they arose, including disciplinary issues and budget concerns.

TEACHER

- ✓ **Student Engagement:** Make content interesting and motivate students to learn, taking into consideration cognitive, emotional, and behavioural aspects, committing to students' success.
- ✓ **Relationship Building:** Build trusting relationships with students, creating a safe, positive, and productive learning environment.
- ✓ **Compassionate, Patient, Kind:** Sensitive to student differences and needs.
- ✓ **Enthusiastic:** Use tools to inspire help students achieve their aspirations.
- ✓ **Ethical:** Treat every student with the same respect, commitment and engagement, and get to know each individual student.
- ✓ **Classroom Management:** Ensure good student behaviour, effective study and work habits, and an overall sense of respect in the classroom.
- ✓ **Parental Communication:** Keep parents informed about what is going on in the classroom as far as curriculum, discipline, and other issues; making myself available for conversations and meetings.
- ✓ **Curriculum and Subject Matter:** Awareness of the school's curriculum and other standards and always prepared to answer questions and keeping material interesting for the students.
- ✓ **Leadership:** Established policies and procedures that governed school operations and motivated staff and students to always do their best.

EDUCATION

- [REDACTED] – Bachelor of Teaching/Pedagogy (Kindergarten, Elementary, School Administration) 2009
- [REDACTED] – Bachelor of Languages (Portuguese, English and their Literature) 2003
- **Current Courses**
English, pronunciation and conversation
French, beginner level
- **International Certificates**
IELTS – TOEFL - PET - FCE - TOEIC
- **Courses and certificates**
 - “Literacy and Bilingualism” lecture for Languages and Pedagogy students – [REDACTED] University 2017
 - Education Training - [REDACTED] 2016 and 2017
 - Leadership Training - [REDACTED] 2017
 - Flight Attendant Course - [REDACTED] 2014
 - CPE Advanced English Course 2013, 2014
 - Pronunciation and Conversation - [REDACTED] with private teacher Since 2011
 - English Teacher Refreshment Course [REDACTED]
 - “Kindergarten Projects” lecture for Languages and Pedagogy students – 2nd Education Symposium [REDACTED]

WORK HISTORY

01/1998 – Present – Educator / Manager - [REDACTED]

- ✓ Responsible for budget, clients, student needs, hiring and training
- ✓ Private English Teacher for individuals and small groups according to student's needs (business, exams preparation, school and others)
- ✓ Translation, revision and corrections of texts (Portuguese & English)
- ✓ Lectures, speeches and training for schools and Teachers seeking improvement in offering English to students

1997 to Present - Teacher – English & Bilingual, Beginner to Advanced levels

- [REDACTED] School, 01/2019 to Present
- [REDACTED] Kindergarten and Child Daycare, 08/2018 to Present
- Private Classes for children, teenagers and adults, 2000 to Present
- [REDACTED] School, 01/2014 to 12/2016
- [REDACTED] English School, 2013 & 2014
- [REDACTED] School, 2008 to 2013
- [REDACTED] English School, 2012 & 2013
- [REDACTED] School, 2004 to 2009
- [REDACTED] School, 2001 to 2003
- [REDACTED] English School, 2002
- [REDACTED] School, 2001 to 2003
- [REDACTED] Protection and Care Institute), 2000 & 2001
- [REDACTED] School, 1999 & 2000
- [REDACTED] Junior School, 1997 & 1998
- [REDACTED] English School, 1997 & 1998
- [REDACTED] English School, 1995 to 1997

01/2010 to 01/ 2018 - [REDACTED] School of Arts

- Owner and Manager

09/2015 to 10/2017 - [REDACTED] School

- School Principal Jan. to Oct. 2017
- Kindergarten Teacher Sept. 2015 to Dec. 2016

2006 to 2009 - [REDACTED] Culture and Education Institute

- Founder and Coordinator of a team of volunteer Teachers in Arts, Theatre, Music, Dance, Painting, History, Geography, Math, Portuguese, English, Spanish, Biology, etc.
- Social and Cultural Project Manager; Fundraising

- VI EPIVA, English Teachers Meeting on Education and Classroom Strategies [REDACTED] 2011
- BRAZ-TESOL and British Council Course - Bilingual Education Conference 2011
- Planning for English Teachers Course, [REDACTED] 2010
- Bilingual Education Conference [REDACTED] 2009
- Bilingual Education Training - [REDACTED] 2009

VOLUNTEERISM

1998 – Present - [REDACTED]

- Help children and young people with conversations, lectures, speeches, meetings and classes regarding ethics, citizenship and morals.
- Produce videos, books and songs about peace, equality, human rights, philosophy and other topics that may lead us to a better world.
- Perform concerts and presentations as a singer and percussionist in congresses, conferences and various events for various public events for children, teenagers and adults.

1998 – Present - Various places

- Visit orphanages and nursing homes
- Gather supplies such as hygienic products, clothes, toys to donate
- Organizing and participate in bazaars for charity (fundraising)