

Gisele Andrade de Souza Oliveira

Centro - Duque de Caxias-RJ
(21) 98601-3042 / 3848-5005
gis3leandrade@gmail.com

Education

Universidade Estácio de Sá — Specialization in *Foreign Trade*

Nov/2014 - Jul/2016

Universidade Federal do Rio Janeiro — Bachelor in *International Relations*

Mar/2009 - Oct/2014

Employment Background

Obs: Since may, I have been writing and editing my first fiction book in English, published on Amazon. I am formally pursuing a writer career.

Seineca — *Sales assistant, product warranty and billing.*

Fev/2019 - Maio//2020

Customer support; checking Commercial Invoices, following all the warranty process from beginning to the end; calling clients to confirm delivery of orders and solving any discrepancies

Freelancer

Mar/ 2015 - Dez/2018

- Private English tutor (four students for one year);
- Craftswoman, selling knitted and crochet crafts
- Eudora cosmetics sales representant
- Event assistant for decoration and for the ceremony master (weddings and others)

Dercyllo's Armarinho LTDA— *Clerk and saleswoman in my family's bazar store*

Mar/ 2015 - Nov/2016

Companhia de Navegação Norsul— *Internship*

Jul/2011 - Jan/2012

Proofreading contracts and controlling shipping files.

About

Married, 29 years, looking for an opportunity to work with Language and writing. Passionate about anything involving Creativity and Innovation.

Languages

Proficient English
Cultura Inglesa - (2007-2009)

Advanced Spanish
CNA - (2008-2009)

High Intermediate French
Aliança Francesa - (Fev/Nov 2009)

Good notions of German

Learning Hebrew
(since Jun 2020)

Software skills

Microsoft Office;
Zendesk;
Mainô (Importation Management System)
Pipedrive;
G3 (Sales System);
Siscomex;
Petronect
Canva

Soft Skills

Organizational Skills;
Events;
Customer Service;
Suppliers prospections;
Sales;
Autonomy in Learning;
Creative and academic writing;
Proofreading
Supportive and Enthusiastic