Anna Teixeira

DESIGNER

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https://anna-teixeira.github.io/

PROFILE

For the past few months I've been working at a pub crawl, which taught me a bit more of everything: determination, responsability, enthusiasm, sales, time managment, customer service... and I loved it. I'd like to find a place that allows me to keep my enthusiastic part, but also gave me more responsability and surrounded me with great people!

SKILLS

ILLUSTRATOR

PHOTOSHOP

ADOBE XD

ENGLISH

COURSES

• UX design (Google)

• UX design (Aldeia Coworking)

• Branding (Aldeia Coworking)

EDUCATION

• Design (bachelor) | UTFPR

EXPERIENCE

set-oct/22 — **OOCL**
Worked in Outbound Customer Service, dealing with the logistics of shipment, reviewing documents to ensure all required information are provided accurately and whether products comply with all the necessary regulations, ensuring all data is entered and transmitted accurately, processing special entries and providing customer service such as informing the status of shipments and referring clients to a higher-level authority.

jun-jul/22 — **Let's Copy**
Print in a variety of materials and formats, using files given by costumers, arrange pages, review orders, edit files using Adobe softwares, cutting, filing, fitting material for specified dimensions, binding and laminating, operate laser plate-making equipment, customer service and sales.

may-nov/21 — **Bebop**
Creation and editing of graphic pieces for feed, whatsapp and printing (banner) using tools such as Illustrator and Photoshop.

2020-2021 — **3MIND**
Writing and planning content for blogs, YouTube, pages and legal websites, using SEO techniques.

2019-2021 — **UTFPR**
Responsible for helping the internal and external public of the Program, assisting in academic management (writing and sending documents, validating credits, etc.) and updating the website and Facebook page, booking committees for dissertation defenses in the university.

2018-2021 — **Estalo (junior enterprise)**
Project management, team allocation and strategic planning for one of UTFPR's junior enterprise. Responsible for the teams, manage and monitor projects, quality of the project, give feedback to members, bring new topics to meetings, distribute tasks, research new methods and ideas to help improve the enterprise.