

# CECILIA FLOQUET

## Summary

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Proactive and deep-seated, I am punctual, organized, enthusiastic and not afraid of hard work. I am IT student in the Langara College and I search for part time job specially during the weekend.

## Employment

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### Colonial Administration

Sao Paulo-Brazil

#### Administrative Assistant

I worked handling documentation for admission of employees from different sectors of the company, update the file of company officials, calculate taxes for payroll and printing of paystubs.

### Socic S/A

Sao Paulo-Brazil

#### Human Resource Internship

The company is a group that contains different companies in the retail industry. I worked by updating the workers' work permit, guiding the workers with the necessary information for the development of their functions, controlling the workload of these employees and collecting information for payroll

### Floquet, Guedes & Santos

Salvador-Brazil

#### Lawyer

I worked assisting clients and taking out the doubts they had related to the laws. In addition, I made electronic petitions and made the judicial defense of my clients.

### International Film Seminar

Salvador-Brazil

#### Receptionist

I worked as a customer service team member. I am responsible for receipt of payment of registration, delivery kits for client and client's orientation.

### Court of Justice of the State of Bahia

Salvador-Brazil

#### Lawyer internship

I worked as an internship with the elaboration of law documentation, customer service, the organization of law documentation

## Volunteering

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### Court of Justice of the State of Bahia · Lawyer and supervisor

#### Salvador-Brazil

I volunteered as a supervisor in a branch of the Court of Justice of Bahia. I supervised the interns of the sector and made judicial guidance for clients. Besides, I made legal settlements between people.

## Contact

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✉ ceciliafloquet@gmail.com

🌐 ceciliafloquet.com

☎ 6045181850

📍 102-1111 Seymour St

🔗 <https://github.com/CeciliaFloquet>

## Education

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### Langara College

Fall 2018 to  
Current

Computer Studies

### University of Mauricio of Nassau

Jan. 2007  
to Dec. 2011

Law

## Skills

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Customer service

Organization

Helpful

Enthusiastic

Determined