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| Mulher sorrindo com a boca aberta  Descrição gerada automaticamente | | |  | Denise Ormonde Freitas de Oliveira |
| Professional Experience: January 2022 – Until present (Freelance)  Translate legal documents for US Immigration such as Cover Letters, Introduction and request letters, and legal forms.  **•** Strobel & Santos Consultores Associados SP  November 2021 – January 2022(Legal Receptionist)  Attend clients around the globe(Remote), Offer services to lawyers and to the sales team, update and upload any new legal documents for their cases, received and responded to any legal authority when requested.    • D´Alessio Law Group, California, USA  **October 2018 – Until Present (Freelance Translator** **/ Proofreader)**  Translate Legal documents, immigration documents, Business Plans, contracts, proofreader, magazine articles, and much more.   * GB Translations and Coaching, USA   **January 2020 – June 2021**  English Teacher for Elementary students from grade 2 until grade 5.   * Colegio Interativo, SP   **January 2018 – July 2018( Coordinator** **/Consultant)**  Pedagogical Coordinator, educational team coordinator, planning construction, participation in the school infrastructure process, responsible for budgeting and purchasing school supplies, STEAM and PBL Workshops, training of teachers, Market Research, research of the English teaching system in Brazil, responsible for the relationship with parents and guardians, workshop once a month with teachers, preparation of reports, pedagogical follow up inside and outside the classroom, and weekly meetings with teachers and assistants.   * Discoveries School, SP   **January 2018 – January 2022 ( Translator** **/ Proofreader)**  Translator, Interpreter and Proofreader. At times I would present the project for Global meetings, representing the Sales Director.   * General Electrics, SP   **July 2017 – October 2017 (Temporary Consultant)**  Consultant for Quality and Control  Responsible for new procedures and general management,  Team training in each sector of the Hotel, Employee development, follow-up, Customer Evaluations, Preparation of POPs for each sector, accompanying shopping spreadsheets, Spreadsheets to follow the warehouse stock, HR and R&S, Evaluations of new candidates, Construction and implementation of the Code of Work Ethics Manual.   * Hotel Santuário das Águias Day Spa. CE   **November 2016 – May 2017 (School Principal)**  Responsible for dealing with all questions, complaints, and compliments regarding to the school, responsible for training new professionals and general service, marketing strategies and attracting new clients, hiring new staff, conducting interviews, and holding team meetings, establishment of weekly schedules and routines with employees at all levels, responsible for monthly deposits, payments, ordering materials, and administrative routines  responsible for returns and exchange of goods and warranty claims  Attend new clients, parents, students, employees and give the appropriate guidance, ensure that each team member is working in a caring, safe, happy, and productive environment, responsible for the pedagogical and educational program, direct communication with owners, the Secretary of Education and other legal support services Implementation of Project Zero a HARVARD educational program, creation of spreadsheet with monthly spending budget for materials, service providers and general purchases.   * Sandbox International School,CE  Education: Sep 1994- Aug 1998  York University , Toronto, Ontario   * Bachelor of Psychology   **Sep 1994 - Aug 1998**  York University , Toronto, Ontario   * Bachelor of Business Administration and Management  Skills:  * Ability to work in a demanding environment and meet specific deadlines promptly, able to prioritize daily workflow under a priority sequence * Specialized in multitasking and joint decision making * Attentive to details and service with excellence * Positive person who likes to work in a team; Dynamic, with ease to learn fast, with excellent listening skills * Quick and positive problem solver * Excellent communication skills with fluency and excellent writing in the English language, advanced writing skills and fluency in the Portuguese language * Excellent in team leadership * Ability to motivate and lead other team professionals * Knowledge about system applications such as; Microsoft Outlook, Microsoft Word, Excel, Power Point.   **COMPLEMENTARY ACTIVITIES AND PERSONAL ACHIEVEMENTS**   * MBA course concluded at USP (University of São Paulo) * Team coordination, a 3-day course provided by Maple Bear * 3-week course "Teaching English as a Second Language" using various teaching theories * Community Social Project, programs targeted and organized communities and low-income population; Easter * Program; Learning English; Program of Donation of clothes and shoes for low-income people * Lego Education Serious Play Course * Educational Consultant Course * Including People with Disabilities in Scholastic-Connected Schools * 8th place on the FMU Vestibular in Pedagogy for the second half of 2018 * Completed and passed the TESOL in 2021.  VOLUNTEER EXPERIENCE.Jan 1994 - Preparing young people for a better future Teaching English to teenagers who were parents, without experience and academic degree. After the complete course, the students had the opportunity to work in a restaurant, hotel or a tourist place Referências Dr. Iara Moya (Professor and Researcher at USP)  (11)95898-8370  Delanne(Owner) Hotel Santuário das Águias  (85)99909-4885 / 3535-3510. Stewart and Arpi (Associate Directors for Maple Bear  https://www.linkedin.com/in/stewart-shinnan-565b1a31/  Ms. Gilciane Keen (Sandbox Coordinator)  (85)98208-8899 Renata Guimarães (POC Leader of General Eletrics)  (11)94466-5682 Gabriela Boque (1 + (407) 616-1869 |
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