



Kyanah Ramos Macedo

Date of birth: 30/12/1998 | **Nationality:** Cape Verdean | **Gender:** Female |

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Address: Praia, Cape Verde (Actual)

ABOUT ME

I consider myself a disciplined and receptive young woman, seeking for new opportunities of experiences / challenges that can contribute in a positive way for people's lives as well as for my personal and professional growth. I believe that there's always something to learn from each other and from the situations in which we are placed, whether it's a knowledge to transfer or a lesson for our development as human beings.

WORK EXPERIENCE

11/2020 – 10/2022 Praia, Cape Verde

CLIENT MANAGER LUNA ARTE & DESIGN

Customer, order and claims management;
Customer service online and in person;
Assistance in social networks management;
Organization and coordination in the fulfillment of work;
Team collaboration on marketing plans and budgets.

02/2020 – 10/2020 Praia, Cape Verde

PRODUCTION ASSISTANT - "NA COZINHA KU MARIA JULIA" PROGRAM CAFÉCULETI

Production assistance;
Coordination with the team throughout the production;
Creative proposals;
Control of the recording script.

10/2019 – 12/2019 Praia, Cape Verde

PROMOTER - BINTERMAIS PROGRAM BINTER CABO VERDE

Assistant and promoter of the Fidelization Campaign - BinterMais Program held at the Nelson Mandela International Airport.

Presentation of the BinterMais Program;
Clarification of doubts;
Engagement of fidelization;
Presentation of suggestions and proposals for improvements helping to attract more customers.

06/2017 – 06/2017 Praia, Cape Verde

PROTOCOL NATIONAL INSTITUTE OF STATISTICS (INE)

Workshop on data management for the Strategic Plan for Sustainable Development, focused on environmental statistics.

Organization and control of the workshop;
Assistance to the present participants;
Translation and interpreter.

2015 – CURRENT

EVENTS HOSTESS

Protocol and production support for school, sports, and cultural events.

EDUCATION AND TRAINING

01/2020 – 02/2020 Praia, Cape Verde

AMADEUS BASIC PLATFORM TRAINING AMADEUS Central And West África

11/2016 – CURRENT Praia, Cape Verde

UNIVERSITY ISCJS - Instituto Superior Ciências Jurídicas e Sociais

Field of study Bachelor at Marketing & Public Relations

09/2010 – 06/2016 Praia, Cape Verde

HIGHSCHOOL Centro Educativo Miraflores

LANGUAGE SKILLS

Mother tongue(s): **PORTUGUESE** | **CAPEVERDEAN CREOLE**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	A2	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ADDITIONAL INFORMATION

DIGITAL & PERSONAL SKILLS

Digital Skills

Microsoft Office (Excel, Word, PowerPoint)
Google Work Tools (Search, Docs, Forms, Sheets, Drive, etc.)
Management of some Social Networks

Personal Skills

Good communication skills;
Sense of organization, dedication and responsibility
Team spirit;
Focus on achieving results
Ability to learn fast;
Perfectionism and attention to details;
Discretion, Serenity, Empathy and Sympathy;
Good interpersonal skills;
Good ability to observe and listen;
Receptive and Flexible;
Adaptable to adverse situations.

HOBBIES AND INTERESTS

Travel Traveling is an extraordinary opportunity to acquire memorable experiences, knowledge and open your mind.

The feeling of exploring places and their charms, getting to know new cultures, people, cuisines, and languages are equally essential for our personal and professional growth.

Photography To photograph is not just a click, but to be able to see something beyond the superficial; to feel touched by what is visually within our reach; to admire the simple and detailed as much as the complex and vast; to have the power to unleash emotions and awaken infinite imaginations.

Prose & Poetry writing Personally, writing is a way of expressing emotions, feelings and ideas that manifest and consume us internally.

Basketball Besides mental and physical well-being, basketball simultaneously challenges our individual and group side.

The required balance of being in control of yourself, the ball, and the team at the same time; the proper tuning and communication to keep the team on the "same page" (sometimes without saying much in words so that the adversary team doesn't know the move); the individuality of each player who together work towards a single final goal; the ability to attack and defend; the discipline, consistency, focus, and effort demanded... are indispensable aspects that end up being implemented not only in sports but in several life situations.

Music / Movies / Series These aspects, apart from being entertaining, have the "gift" of touching the capacity of imagination, bringing out the creative and critical side.
