

Contact

maitebelo1@hotmail.com

www.linkedin.com/in/maite-mota
(LinkedIn)

Top Skills

PROMPT

LLM

Programação neurolinguística (PNL)

Certifications

EFSET English Certificate - Score:
Proficient (CEFR C2)

Front End Coders 24

How to Use LLMs Productively

Maitê Mota

Talent Operations Specialist, IT Recruiting
São Paulo, Brazil

Experience

Turing

2 years 2 months

Talent Operations Specialist, IT Recruiting
May 2024 - Present (3 months)

- Interviewed industry experts to enhance Turing's pipeline of engineering talent.
- Sustained ongoing communication and fostered connections with top-tier software engineering candidates.
- Evaluated professionals to ensure they met essential criteria and were prepared to collaborate with clients.
- Negotiated salaries based on job specifications and industry-standard compensation data.
- Expanded the network of available professionals through targeted evaluation discussions.
- Verified that all professionals possessed outstanding communication abilities.
- Offered targeted feedback and maintained regular contact with candidates.
- Collaborated with a leading software services firm to staff high-level roles, strengthening client partnerships.
- Worked on an AI-driven talent matching platform to efficiently connect companies with engineering professionals.

Profile Enhancement Specialist

June 2022 - May 2024 (2 years)

- Worked closely with Supply Operations teams to improve the evaluation process of developer resumes.
- Ensured resume formats complied with Turing's Matching algorithm standards to enhance profile optimization.
- Maintained consistent communication with software engineering candidates to build and sustain relationships with top-tier talent.
- Conducted regular call sessions to assist developers in updating their profiles and experiences on Turing's platform.
- Refined developer profiles by aligning experiences and skills with client preferences, increasing their potential for successful matches.

- Evaluated the English verbal and written communication skills of candidates to confirm their ability to communicate effectively.
- Monitored and audited Turing's engineering talent pipeline, contributing to its growth.
- Utilized Excel for data manipulation, creating spreadsheets to summarize and present findings in clear, concise reports.
- Actively utilized AI through GPT-3, GPT-3.5, and GPT-4 for prompt engineering, enhancing CV details and optimizing content for candidate profiles.
- Edited profiles and descriptions, crafted compelling bios, and enriched IT project details to attract and engage potential clients effectively.

Teleperformance

Bilingual Support Analyst

December 2021 - July 2022 (8 months)

São Paulo, Brasil

Support for customers in the tourism area who need to cancel, change or have problems with their reservations. Negotiation of policies in Portuguese and English with national and international hotels. Account and information management.

Atento

Bilingual Support Analyst

June 2021 - November 2021 (6 months)

São Paulo, Brasil

Bilingual customer service at streaming service in the entertainment area, using Portuguese and English in the Brazilian and North American market, in order to solve problems and manage accounts and information.

Education

Instituto Infnet

Bachelor of Science - BS, Software Engineering · (July 2022 - June 2026)

Centro Universitário Senac

Bachelor of Technology - BTech · (February 2022)