

# Jaqueline Upton

Seattle, Washington

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## SKILLS

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Native Portuguese, Fluent English, Basic Spanish.

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## COMPUTER SKILLS

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### Languages

- Proficient in: HTML5, CSS3, JavaScript, jQuery, Bootstrap, Node JS
- Familiar with: MySQL, MongoDB, React JS, Express JS

### Software

- Platforms: macOS
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## EXPERIENCE

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### Content Review Language Specialist-Portuguese

September 2017 to  
September 2019

*BC Forward – Seattle, WA*

- Monitored content and ensured high quality standards for our users, while working with product teams.
- Rated different queues with high level of accuracy and speed to determine the quality of its attributes.
- Identified patterns and provided feedback to engineers to help improve data quality
- Managed daily workflow for numerous experiments and projects with the ability to pivot to new assignments at any given time.
- Curated data in English and Portuguese.

### Executive Assistant

April 2011 to  
December 2012

*ISA CTEEP-Companhia de Transmissao de Energia Electrica Paulista – Sao Paulo, Brazil*

- Managed the CEO's complex and frequently changing travel arrangements.
  - Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
  - Created expense reports, budgets and filing systems.
  - Directed administrative functions for the directors, principals, consultants, and key managers.
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## EDUCATION

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### University of Washington

November 2019 to  
February 2020

*Seattle, Washington*

- Coding Bootcamp Certificate

A 24-week program focused on developing skills in HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, MongoDB, MySQL, Command Line, and Git.

**Faculadades Metropolitanas Unidas**

*Sao Paulo, Brazil*

July 2013

- BS- Administrative Assistance and Secretarial Science