Mariza 'Maru' Pereira

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martixana.github.io

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Maia, Portugal

➥ Work Experience

Freelance Web Developer

August '15 - Present

- PSD conversions
- Determine appropriate architecture, and technical solutions based on client needs, make relevant recommendations
- Work closely with Project Manager ensuring accuracy and efficiency
- Engage in outside-the-box thinking, providing high value-of-service to clients

Crew Member/Section Leader, *Trader Joe's*

San Francisco, California | January '18 - Present, 2011-2013

- Section Leadership: responsible for 10% of store sales
- Product Order/Inventory
- Metrics
- Cashiering & Customer Service in Spanish, Portuguese & English
- Crew Tastings

Developer, *Re-Plate*

San Francisco, California | October '16 - January '18

- Front End projects to improve UI/UX including JSON-based answer quizzes on food waste

Portuguese/English Medical Interpreter, *Language Line Solutions*

San Francisco, California | September '15 - January '16

- Consecutive interpretation of English/Portuguese

- Bilingual command of medical/technical terminology
- Maintain control of communication in high-stress emergencies

Logistics Team Lead, *ZeroCater*

San Francisco, California | May '16 - November '16

- Appraise competitive on-site Coordinator applications, conduct interviews
- Train, supervise & audit On-Site Coordinators
- Review, develop and structure daily onsite operations/procedures
- Facilitate interpretation/translation between clients and Portuguese & Spanish-speaking vendors
- Interviews & hiring

Onsite Coordinator, *ZeroCater*

San Francisco, California | November '15 - May '16

- Coordinate onsite meals for 100+ people
- Cultivate & manage delicate relationships between vendors, clients ZC reps
- Facilitate interpretation/translation between clients and Portuguese & Spanish-speaking vendors
- Upsell services

Youth Program Coordinator, *SF LGBT Community Center*

San Francisco, California | August '14 - September '15

- Served 5-80 youth, daily
- Managed 10-12 weekly programs
- Supervised Program Assistant & Youth Interns
- Project Management: develop & facilitate Youth Leadership Program, Capstone Project
- Interpret for Spanish & Portuguese-speaking youth
- Interviews & hiring

Health Educator/Drop-In Space Coordinator, *Health Initiatives For Youth*

San Francisco, California | June '13 - August '14

- Create Middle School Health Curriculum
- Facilitate workshops with 500+ youth, weekly
- Interpret for Spanish-speaking youth
- Develop Guest Speakers Series
- Manage Drop In Space
- Assist Grant Writing
- Cultivate Community Partnerships
- Enhance Social Media Presence
- Interviews & hiring

Board Member, *SF LGBTQ Speakers Bureau*

San Francisco, California | 2013-2015

- •Board meetings
- •Designing growth & development plans
- •Outreach
- •Coordinating yearly fundraising event

Work Exchange Receptionist, *Pacific Tradewinds Hostel*

San Francisco, California | March - June '11

- •Guest Services in English, Portuguese, Spanish & Italian
- •Administer Sales
- •Lead SF tours & activities
- •Housekeeping
- •Plan & make weekly staff dinner.
- •Coordinate tours and transportation with third party operators

Volunteer Office Coordinator, *Mangalam Centers: Tibetan Aid Project/Nyingma Institute*   Berkeley, California | January- July '10

- •Full-time live-work exchange Office Coordinator
- •Data entry
- •Donor database/correspondence management
- •Sales
- •Staff scheduling, facilitate office meetings
- •Event planning
- •Bank deposits

Portuguese/English Interpreter & Translator, *International Association for Integration, Dignity & Economic* (IDEA)

Seneca Falls, New York | Sep 2006 – Dec 2007

- •IDEA is an international nonprofit organization with special consultative status at the United Nations, assisting individuals with Hansen's disease to combat social marginalization
- •Interpreted for IDEA's president, Zilda Borges
- •Document translation

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Codify Academy
January - June '16, 2020-2021
Front End Development

Coursera
Fall '15
Programming for Everyone: Python certification

Hobart & William Smith Colleges

B.A. Philosophy, *Cum Laude* '10

➥ Award

Onsite Coordinator Of The Month, *ZeroCater*
December '15