

## **Cecilia Raquel Araújo Barbosa**

**Address:** 21 Ringsend Road, Shelbourne Village

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### **Personal profile**

- Dynamic and hard worker who is not afraid of facing new challenges
- Skilled team player with high level of communication skills
- A friendly, organised, and responsible person
- Flexible working and quick learner

### **Work Experiences**

#### **Clan Representations- Footwear**

2014 - 2016

Position: Secretary

Activities: Issuance of documents, telephone answering, agenda organisation, customer service.

#### **Bezerra and Oliveira - Car Parts Store**

2019 - 2020

Position: Secretary

Activities: Operation of applications, telephone answering, customer service.

#### **WW Engineering**

2020 - 2022

Position: Secretary

Activities: Organising documents, filling out spreadsheets, cleaning the work environment.

#### **Kingswood**

2023 - until now

Position: cleaner

Activities: cleaning environments, floors, tables, bathrooms. Pub, gallery and office cleaning

### **Professional courses:**

Basic Secretariat - CETREDE

Basic Computing - Typing, windows, word

Basic and Advanced Excel - SENAC

### **- Minder**

- Aaron Benjamin 02 Old - November 22 - January 23

### **Education**

- 2022 (Dublin) English Hour School, currently studying Basic level.

### **Languages**

- English (Basic) and Portuguese (Native).

### **Computer Skills**

- Word, Excel, Power Point.