

# Tatiane Garrido

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## Personal statement

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A highly motivated, reliable and hardworking individual, who has a degree in drama and recently became a digital marketer, at the moment studying to be a full stack developer. IT literate with the ability to work without supervision. Seeking for a job where I can use my best skills and develop a career.

## Key Skills

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- Portuguese speaker.
- Hard work and dedication.
- Organisation.
- Attention to detail.
- Computer / IT skills.
- Problem – solving.
- Initiative.
- Reliability.
- Communication.
- Creativity.
- Teamwork.
- Adaptability.
- Patience.
- Responsibility.

## Employment History

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### **Producer, Huntleigh, Cardiff.**

*(May 2020 – present)*

Achievements and responsibilities:

- General assembly of electronic devices.
- Using a range of production equipment and small hand tools.
- Completing paperwork and quality reports.
- Testing of assembled product.

## **Assembly operative, Olympus, Cardiff.**

*(August 2019 – April 2020)*

Achievements and responsibilities:

- General assembly of medical products.
- Using a range of production equipment and small hand tools.
- Completing paperwork and quality reports.

## **Sales assistant, JD Sports, Cardiff.**

*(June 2018 – August 2019)*

Achievements and responsibilities:

- Replenishment of stock on display along with receiving and checking stock deliveries.
- Booking in, unpacking, putting clothes alarms on, hanging, price checking, putting out, cleaning and tidying up the work space.
- Assisting with IBTs.
- Working on shop floor, greeting customers and helping them to have a great experience at the shop.

## **Barista, Ten Maryport Coffee shop, Cardiff**

*(May 2018 – November 2018)*

- Achievements and responsibilities:
  - Presenting a professional and friendly first impression of the coffee shop.
  - Brew latte, cappuccino, americano, espresso, espresso macchiato, mocha, flat white, hot chocolate, iced coffee, tea and others dairy and dairy free drinks. Making milkshakes, serving cakes, Ice cream and cold drinks.
  - Operating till and taking payments by cash and card.
  - Managing incoming phone calls.
  - Replenishing and restocking the bar, always ensuring high level of stock management efficiency.
  - Cleaning the coffee machine, the area of work, syrup bottles, tables. Washing plates and cups. Sterilizing teapots and cups.
  - Training new staff.

### **Waitress, Giovanni's Restaurant, Cardiff.**

*(May 2017 – April 2018)*

- Achievements and responsibilities:
  - Presenting a professional and friendly first impression of the restaurant.
  - Taking orders, food and drinks.
  - Preparing alcoholic drinks.
  - Brew americano, Italian espresso, espresso macchiato, cappuccino, latte, hot chocolate, tea and liqueur coffee.
  - Making dessert presentation.
  - Making Italian desserts from scratch.
  - Cleaning the work area, bar and coffee machine.

### **Drama teacher, YMCA, Porto Alegre.**

*(February 2015 – February 2016)*

Achievements and responsibilities:

- Developing and implementing lessons and work schemes.
- Teaching, monitoring, caring for and working with children with ages between 6 and 14 years old.
- Developing and produce visual aids and teaching resources.
- Helping students building characters.
- Managing short productions, including tech, lighting, sound and backstage management.

### **Researcher, Data Folha, Porto Alegre.**

*(October 2014 – October 2016)*

Achievements and responsibilities:

- Research on the streets about elections.
- Respect the criterias according with age and gender.
- Gathering data for further analysis.
- Being neutral and don't talk about personal opinion neither the results of the research.

**Software test (internship), Stefanini IT solutions, Porto Alegre.**

*(October 2014 – February 2015)*

Achievements and responsibilities:

- Assisting planning, carrying out and documenting the testing of software.
- Communicating significant issues or developments identified during quality assurance activities and providing recommended process improvements.
- Working closely with other areas of the business to understand the system's functional and non-functional requirements.
- Assisting testing each website and the user-experience functions of various projects.

**Nanny, Murphy Family, Dublin.**

*(December 2013 – May 2014)*

Achievements and responsibilities:

- Supporting and providing activities for the all-round development of the children.
- Taking and collecting children to nursery, school and other classes.
- Playing and helping children with homework.

**Nanny, Desmond Family, Clonmel.**

*(June 2013 – September 2013)*

Achievements and responsibilities:

- Supporting and providing activities for the all-round development of the children.
- Taking children to park, river, shop and other places.
- Playing and helping children with homework.

**Drama teacher assistant and producer, Signatores, Porto Alegre.**

*(March 2012 – December 2012)*

Achievements and responsibilities:

- Developing and produce visual aids and teaching resources.
- Assisting the teacher working with deaf adults and teenagers students.

- Effectively managing financial transactions.
- Meeting regularly with the Artistic team.

### **Workshop facilitator, Museu comunitario da Lomba do Pinheiro, Porto Alegre.**

*(January 2008 – January 2010)*

Achievements and responsibilities:

- Teaching children making puppets from the scratch.
- Encouraging the students to tell their personal stories through puppets.
- Encouraging children to be proud of themselves, their neighborhood and their personal stories.
- Teaching, monitoring, caring for and working with children aged 8+.
- Providing a safe and stimulating environment that facilitates learning.

### **Photographer assistant, HG video producoes, Porto Alegre.**

*(January 2004 – January 2007)*

Achievements and responsibilities:

- Taking pictures in events as a general practice.
- Working in different locations and circumstances to get the right image.
- Arranging still life objects, products, scenes, props and backgrounds.

## **Education**

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### **Universidade Federal do Rio Grande do Sul**

*(March 2008 – December 2012)*

Bachelor in Drama

### **Instituto Estadual de Educacao General Flores da Cunha**

*(March 2003 – June 2007)*

Secondary education and Primary school teacher qualification.

## Languages

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- English, (Certified C1 in all levels NCBA Dublin-Ireland -2014).
- English, (Certified B2 in all levels Acele Porto Alegre- Brazil- 2012).
- Italian, (Certified B2 in all levels Ruah Bergamo - Italy - 2016).
- Portuguese - Native tongue.

## Hobbies & Interests

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I am involved at a national charity group, where I volunteer collecting food and redistributing it through their app. I have been involved with this society since October 2018 and very much enjoy being part of the team.

## References

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References are available upon request.