

TAYNARA DENADAI BARBOZA

Brazilian, single, 22.

Rua Carmine Picone, Jd. Europa – Nova Odessa – SP

Mobile: (19) 99400-0184 / Message: (19) 97417-4686

E-mail: Taynaradb@hotmail.com

CAREER OBJECTIVE

My main focus is to have an opportunity in the area in which I study, to be able to practice my knowledge on a daily basis, as well as learn more about software and programming languages. Eventually evolve professionally in an increasing and continuous way and create a successful career plan, with the company's growth and quality always in mind.

SOFT SKILLS

- Fast learner
- Flexible
- Team worker
- Attention to detail
- Responsible
- Dynamic

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT • DIGRECCO INDÚSTRIA TÊXTIL • 01/2019– CURRENT

- Answer multiline telephone and transfer calls appropriately as well as take detailed messages and answer general questions about the company's services.
- Taking on projects within different areas of the company, for example, in the development department, managing print samples and analyzing if color, size and material quality match the client's standards, negotiate adjustments if needed.
- Assistance in issuing sales invoices utilizing Microdata Systems for the financial department.
- Assist senior administrative professionals with daily work tasks.

RECEPCIONIST • KNN IDIOMAS • 03/2018 – 01/2019

- Utilized excel spreadsheet to manage activities and class availability for approximately 150 students.
- Participation in communication classes to help students practice their English.
- Discussing billing issues with the customer and offering possible solutions.
- Escalating customer difficulties to supervisor, if required.
- Providing information on additional products and services.

ACADEMIC FORMATION

COMPUTER TECHNICIAN • 2020 - CURRENT • SENAC

The course curriculum involves programming logic and the use of the languages HTML5, CSS3, JS, JQUERY, etc. Computer configuration, technical procedures of manufactures. Professional posture, ethical behavior regarding systems and customer information.

FLUENT ENGLISH • 2005 - 2009 • POTTER ROAD ELEMENTARY SCHOOL

Elementary school, kindergarten until fifth grade in Framingham, Massachusetts, where I learned English as my first language.

ADMINISTRATIVE ASSISTANT • 2014 • SENAI

The concept of administration, assist internal and external customers of the company. Archive and control physical and digital administrative documents.



GITHUB



LINKEDIN