

<div> <div> <h1>Taynara Barboza</h1> <p> Brazilian, single, 22. Rua Carmine Picone, Jd. Europa – Nova Odessa – SP Mobile: (19) 99400-0184 / Message: (19) 97417-4686 E-mail: Taynaradb@hotmail.com </p> </div> </div>	
<div> <div> <h2>CAREER OBJECTIVE</h2> <p>I am seeking employment with a company where I can grow professionally and personally. Strive for challenging opportunities where I can fully use my skills for the success of the organization.</p> </div> <div> <h2>LANGUAGES</h2> <ul style="list-style-type: none"> •Fluent English •Fluent Portuguese </div> <div> <h2>SOFT SKILLS</h2> <ul style="list-style-type: none"> •Fast learner •Flexible •Team worker •Attention to detail •Responsible •Dynamic </div> <div> <div>  <p>GITHUB</p> </div> <div>  <p>LINKEDIN</p> </div> </div> </div>	<div> <div> <h2>PROFESSIONAL EXPERIENCE</h2> <div> <h3>OFFICE ASSISTANT • DIGRECCO INDÚSTRIA • 01/2019– CURRENT</h3> <ul style="list-style-type: none"> •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. •Schedule and assist "Rosa do Bem", company's campaign to encourage breast cancer prevention. Reviewing files of roughly 1000 patients to verify if it fits the requirements. Control exam analysis with the clinics, exam deliveries or possible treatments using, organized with excel spreadsheets. </div> <div> <h3>RECEPTIONIST • KNN IDIOMAS • 03/2018 – 01/2019</h3> <ul style="list-style-type: none"> • 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. </div> </div> <div> <h2>ACADEMIC FORMATION</h2> <div> <h3>COMPUTER TECHNICIAN • 2020 - CURRENT • SENAC</h3> <p>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.</p> </div> <div> <h3>FLUENT ENGLISH • 2005 - 2009 • MADELINE ENGLISH SCHOOL - MASS / USA</h3> <p>Elementary school, kindergarten until fifth grade in Everett, Massachusetts, where I learned English as my first language.</p> </div> <div> <h3>ADVANCED MICROSOFT EXCEL • 2021 • SENAI</h3> <p>Data, Power Query, Tables & Formatting. Conditional Formatting. Advanced Charting. Pivot Tables & Pivot Reporting.</p> </div> <div> <h3>ADMINISTRATIVE ASSISTANT • 2014 • SENAI</h3> <p>I learned the concept of administration, how to assist internal and external customers of the company, archive and control physical administrative documents.</p> </div> <div> <h3>HIGH SCHOOL • 2014 • E.E MONSENHOR MAGI</h3> <p>High School Diploma.</p> </div> </div> </div>