

Tracy Brouwer

06/09/1991

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Personal statement

A BSc graduate, looking to secure a position as a Personal Assistant and/or Accounts Assistant.

I am a highly motivated professional individual with experience in office administration who is seeking a new and exciting challenge since relocating to the UK.

I have exceptional multi-tasking and organizational skills in order to further my education and experience.

I have the ability to communicate effectively and appropriately to both clients and colleagues in order to achieve the optimum results.

Key Skills

Trilingual - fluent English, Portuguese and Spanish

Excellent communication skills, both written and verbal in all three languages

Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint

Knowledge of software packages such as SAGE

Extensive experience in client facing roles

Solid team working skills

Self-disciplined and efficient, with a flexible and proactive nature

Ability to work to deadlines

Pilates Teaching Experience

Language Teaching Experience

Education & Qualifications

Laureate International Universities / BSc Physiotherapy Graduation December 2015

Anhembi Morumbi University / BSc Dance Graduation December 2010

30° Congress SOCERJ 2013 Completion course March 2013

Studio Flow Licensed Training Centre STOTT PILATES

Reformer Intermediate and Advanced July 2013 to October 2015

Mat Intermediate and Advanced February 2014 to March 2015

ICCB Intermediate and Advanced May 2015 to October 2015

Note: These positions ran alongside each other on a freelance / contract basis

Employment History

Accounts Assistant at Lara Nichols - Lancaster, LANC

April 2019 - Present

Key Responsibilities:

Data entry

Filling, Matching, checking and coding invoices

Working out VAT payments

Making payments via BACS and cheques

Processing staff expenses and managing petty cash

Setting up of new supplier accounts and maintaining existing account details

Being first point of contact for all relevant enquiries

Maintaining strong relationships with customers and suppliers

Reviewing systems and processes and making improvements where necessary

Reconciliation of supplier statements

Linguistic Intermediary and Executive Assistant at Vale - Rio de Janeiro, RJ

October 2012 - December 2015

Key Responsibilities:

Being first point of contact for all foreign engineers

Maintaining strong relationships with customers and suppliers

Mediating and interpreting contract and pricing negotiations, sales meetings and engineering project disputes

Book travel arrangements for incoming engineers

Allocate meeting rooms

Take minutes in board room meetings

Translation and English Teaching - São Paulo, SP / Rio de Janeiro, RJ / Lancaster, LANC

March 2009 - Present

Key Responsibilities:

Teaching English one to one and numerous individuals of all ages and abilities

Teaching and translating English in a business environment, both on an individual basis and in group settings

Plan, Rio de Janeiro February - 2011 to November 2013

High level, Rio de Janeiro - October 2012 to October 2014

Up Language, São Paulo / Rio de Janeiro - August 2010 to September 2012

Note: These positions ran alongside each other on a freelance / contract basis

Studio Flow Licensed Training Centre STOTT PILATES - Rio de Janeiro, RJ / Sao Paulo, SP

The positions below were contracts with various studios which I did in addition to my main position at Studio Flow Training, where I was headhunted through word of mouth of my clients and colleagues to provide Stott Pilates classes.

Key Responsibilities:

Instruct Pilates lessons under Stott Pilates method

Create class schedules and studio administration

Organize administration policies and induction legalities

River Room, Lancaster - June 2019 to Present

The Spa at Stanley House, Mellor Lancashire - February 2016

Viname Pilates Studio, Rio de Janeiro - July 2016 to December 2016

Espaço ser de Lotus, Rio de Janeiro - August 2015 to December 2015

Pilates Studio Fit, Rio de Janeiro - August 2014 to December 2015

Pilates Instructor Assistant & Translator, Pilates Leader Program, São Paulo - May 2015

Provide assistance and translation during workshop

Organize and supervise the logistics of the events

Physiotherapy - Rio de Janeiro, RJ / Florianópolis, SC

While studying for my BSc – Physiotherapy I completed several different internships in order to develop my skills and understanding in the field. Providing a high standard of physiotherapy service to patients

Key Responsibilities:

Working with respiratory, orthopedic, acute neurological and multi-pathology patients

Looking after inpatients administration and follow up care

Ensuring standards and policies are followed

Organization and prioritizing own workload & delegating responsibilities accordingly

Evaluating, planning and delivering care plans in response to complex needs

Notres Health Center, Rio de Janeiro - March 2013 to August 2013

Esdras Physiotherapy Clinic, Rio de Janeiro - April 2012 to May 2012

Cirta Clinic, Rio de Janeiro - April 2013 to October 2013

My passion for Health and Fitness led to me assisting at several large sporting events providing a high standard of physiotherapy services to patients.

Athlete Assistant, Triathlon TriStar Race, Rio de Janeiro - October 2012

Athlete Assistant, Iron Man, Florianópolis - May 2014

Note: These positions ran alongside each other on a freelance / contract basis

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