

Fernanda Veppo Cardoso da Silva Araujo

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Fluent/Native English

Intermediate Spanish

Basic Russian

Summary:

Career Transition.

Experienced Officer and English Instructor now looking for an opportunity as an Executive Assistant.

Outstanding written and verbal communication skills. Excellent communicator, with a customer-centric and results-oriented mindset.

Great work ethic. Advanced technical skills and troubleshooting abilities; proficiency in MS Office and basic knowledge in programming (JAVASCRIPT, Python, JAVA).

Ability to stick to tight deadlines and maintain the highest level of discretion.

Strong problem solving and decision-making abilities.

Diligent, insightful, flexible and comfortable with challenging situations.

Comfortably writing about different subjects and able to turn any type of information into clear instructions.

Available for working in different hours and shifts.

Work Experience:

ENGLISH TUTOR [Full time / Part time] (2017 - Current)

Working as a private online English Tutor.

Providing personalized lesson plans within the desired budget of each student, as well as proofreading, editing, and writing support. I am also responsible for monitoring and evaluating the individual performance of each student, providing solutions to achieve the expected progress within the desired time.

DECK OFFICER (2015 - 2016 / 2018 - 2021)

Performing activities such as navigation and cargo monitoring, in addition to conducting crew training, writing of safety equipment reports among other administrative activities.

Administrative activities included (but were not limited to) writing of Duty Reports, Minutes of Weekly and Monthly Meetings.

Inventory control of several types of equipment: from office supplies to hospital medication.

Responsible for writing the order of any missing or expiring equipment.

Responsible for keeping updates of any new regulations in force and updating inventories accordingly, meaning the disposal of unnecessary equipment or ordering new equipment.

Maintaining calendars, scheduling safety drills, and other mandatory trainings.

Reviewing, preparing, and managing daily reports. Performing administrative duties as needed, such as emailing, copying, and updating of internal procedures as per main office's request.

Developing and maintaining electronic filing systems. Reviewing, tracking, and maintaining documents, and following-up to obtain any information as necessary.

As a deck officer, I have developed great skills working in a fast-paced environment and under extreme conditions. I developed a willingness to take responsibility and a result-oriented mindset. I also acquired the ability to write reports at a fast pace and gather information to prepare instructions for all types of training conducted onboard, delivering storytelling support for emergency procedures.

The job also required a demonstrated enthusiasm and capacity to learn new technologies quickly to enable rapid understanding of technical concepts in addition to self-motivation, drive, and persistence when tackling the most difficult problems.

Companies I have worked at as an Officer:

- **VSHIPS (Maersk)** Jan/2021 – Apr/2021
- **ABZ (STENA LINE)** Jul/2020 – Jan/2021
- **ELCANO** Aug/2018 – Jul/2020
- **BRAM** Feb/2015 – Aug/2016
- **OSM** Sep/2014 – Nov/2014

Education:

- NAUTICAL SCIENCE BACHELOR – Escola de Formação de Oficiais da Marinha Mercante (CIAGA – RJ) / *Brazilian Maritime Academy*
(2010 – 2014)
- BUSINESS ADMINISTRATION TECHNICIAN / TECHNICAL HIGH SCHOOL – Fundação Osório (RJ)
(2007 – 2009) – First Student of the Class, graduated with Honors Merit.

OTHER COURSES:

- JAVA development, including use of SQL Database and basic programming in JAVA WEB (400 hours course – BLUSOFT / ENTRA21 – Blumenau/SC)
(2017)

INTERESTS:

- Technological Innovations (Cyber Security and Programming Languages)
- Content Production (My pages on creative and technical content: <https://digressions.quora.com/> and <https://techwriting.quora.com/>)
- Outdoor activities (surfing, horseback riding, camping, etc)
- Social Projects (community kitchen)