



Guilherme Magalhães

Details

Governador Valadares, Minas
Gerais.
Brazil
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Skills

Advanced English with certificate
(C2)
Proactivity
Fast learner
Team organizing and managment
Punctuality
Ease in dealing with clients and
high demand
Cool minded and calm
Highly adaptable

Languages

PTBR
ENG

Profile

Previous bilingual client care agent with 3 years of experience, tech enthusiast and Software Engineering student in college, currently working for the local government in an administrative position.

Employment History

Store Clerk, Flash Food GV

PRESENT

Office Assistant, BMW Courses GV

Office Assistant, Educational Institute Velox

Bilingual Client Care Agent (ENG & PTBR), PoGo Solutions

(Emails, Calls, spreadsheets, data entry and document reviews).

AI data entry analyser, Outlier AI

Outlier AI - AI data entry analyser: 1 month.

Sales team client care agent (TeamHired contract worker), Allstate Insurance

Executive Assistant, Prefeitura Municipal GV

MAR 2025 – PRESENT

Freelance Video editor

NOV 2025 – PRESENT

Mainly done as a hobby, now has turned into professional extra income,

Education

High School Graduate, Escola Estadual Professor Paulo Freire

FEB 2022 – DEC 2024

High School Graduate at Escola Estadual Professor Paulo Freire. (02/2022 - 12/2024).

Software Engineering university student, Uninter

JAN 2025

Software Engineering university student at Uninter (as of january 2025).