

Linny Monteiro

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LINNYMONTEIRO@GMAIL.COM

EDUCATION

2016 - 2019 - Bachelor of Fine Arts - Graphic & Web Design Major – Miami International University of Art & Design

2013 - Completed – Certificate in Business Communication – University of Miami

2007 - Completed – Spanish Language and Culture - Universidad de Barcelona – Barcelona - Spain

EMPLOYMENT HISTORY

Limon Creative Solutions, 02/2015 – Present
Freelance Graphic and Web Design - Miami - Florida

WIX.COM, 07/2014– 02/2015
Bilingual Product Specialist - Miami - Florida
Helping users to build their websites in English, Portuguese and Spanish.

Blue Body Brazil, 08/2012– 05/2014
Retail Sales Manager - Miami Beach - Florida
In charge of updating store website e-commerce using Wordpress platform, shipping orders, managing inventory and assisting customers in store and online.

Mercado Direto LLC, 08/2011 – 6/2012
Export Sales & Customer Service - Miami - Florida
Managing orders from e-commerce website, tracking orders and following up regarding orders with customers.

VOLUNTEER EXPERIENCE

TED Talks, 02/2015 - Present
Certified Translator Portuguese / English - Miami - Florida

SKILLS

Windows – Microsoft Office (Word, Excel and Power Point),
Adobe Photoshop CC, In Design
Great verbal and written communication
Vast Experience in Sales, SEO, e-Commerce
Professional, fast learner, independent, detail oriented and dependable worker

LANGUAGES

Fluent Portuguese, English and Spanish