

ALINE VELHO DE MATTOS

Summary:

30 years old, Brazilian, single, no kids. Working for almost 10 years teaching English at language schools. I speak English fluently and I have good knowledge of office tools. I am looking for a job as a bilingual secretary or assistant. I'm responsible, punctual, organized, proactive and fast-learner.

Easy access to the subway and BRT.

Experience:

EAGLE ESCOLA DE IDIOMAS LTDA-EPP

February / 2020 - Current

English teacher

Teaches English to adults of all levels of proficiency. Teaches Portuguese to foreigners in intermediate level.

AUTONOMOUS - FREELANCER

2014 - Current

Translator and Reviewer

Translates and reviews documents PT – EN / EN – PT in general.

EAGLE ESCOLA DE IDIOMAS LTDA-EPP

Pedagogical Coordinator

February / 2019 – February / 2020

Recruited and trained the pedagogical team; gave placement tests to prospects; gave pedagogical support to students; contacted absent students; managed and distributed classes to teachers; organized, promoted and participated in pedagogical activities at the branch; filled out management spread sheets; attended teachers' classes to guarantee the application of the methodology; worked along with the commercial team; verified teachers' schedules / planned extra activities; updated management system; guaranteed the maintenance of enrollments; mediated conflicts and provided solutions; was responsible for the storage of TOEIC tests; took part in trainings and pedagogical congresses given by the franchiser; gave English and Portuguese classes.

EAGLE ESCOLA DE IDIOMAS LTDA-EPP

Pedagogical Assistant

February / 2018 - January / 2019

Taught English and Portuguese to Foreigners; gave placement tests to prospects; gave pedagogical support to students; contacted absent students; organized, promoted and participated in pedagogical activities at the branch; filled out management spread sheets; verified teachers' schedules; updated management system; took part in trainings and pedagogical congresses given by the franchiser;

EAGLE ESCOLA DE IDIOMAS LTDA-EPP

July / 2017 - January / 2018

English teacher

Taught English to adults of all levels of proficiency.

ALTO GRAU ENSINO DE IDIOMAS LTDA

February / 2016 a July / 2017

English teacher

Taught English in different levels to kids, teens and adults at the branch and in company.

CJL INSTITUTO DE IDIOMAS LTDA

August / 2011 – December / 2016

English teacher

Taught English in different levels to kids, teens and adults.

Education:

Universidade Estácio de Sá

Major in Portuguese (ongoing)

Will graduate in: December / 2020

Universidade Estácio de Sá (ongoing)

Major in English

Will graduate in: December / 2021

Languages:

Fluent English

Basic French

Outros:

TOEIC level C1

Good knowledge of Office Pack and Internet.

Good knowledge of management softwares Sponte e Sophia.