**FELIPE EDUARDO F. S. JENDRYSIAK**

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**Employment history:**

**March 2006 – to present**

*Professional certified freelance translator*

Translation from English into Brazilian Portuguese of news articles on current affairs ranging from politics/economy to technology for Brazilian and British digital newspapers. I have also experience in translating documents in the following areas: B2B/Market research/IT/ Hospitality/Marketing /Sports/ Advertising/Public Relations/Tourism and Travel/luxury fashion/

**August 2011 – to August 2012**

**Ermenegildo Zegna - London**

*Sales Consultant*

Italian company specialized in luxury clothing; tailor-made and ready-to-wear suits.

Responsibilities:

Delivering high profile customer service including fittings, cross-sales, visual merchandising and stock control. At Ermenegildo Zegna I have performed my duties at a high level at all times and met the requirements demanded in a high profile luxury sales environment.

**November 2010 – to August 2011**

**Patchi Silverware concession in Harrods**

*Sales Consultant*

Company specialized in luxury silverware with more than 140 boutiques in over 35 countries worldwide.

Responsibilities:

Liaise with high profile clientele, caring for visual merchandising, stock taking control and office tasks. As part of a team we managed to significantly increase sales revenue compared to the previous year’s sales figures report. I have been awarded three times in a row 100% Harrods guest shopper customer service certificate.

**March 2006 – February 2010**

**Orient Houses Limited, Rio de Janeiro.**

*Property developer – own business*

Small size construction Company specialized in property developments.

Procurement of land for construction. Research of materials according to budget and specifications. Development of floor plans with architects. Recruitment and supervision of the construction team. Supervising tradesmen and managing payroll. Advertising in main local newspapers, internet and with estate agencies. Attending to customers enquires via telephone and in person. Arranging viewings, presenting homes to customers, negotiating and closing sales.

**May 2003 - December 2005**

**The Book Warehouse, London**

*Retail – Store Supervisor*

Responsibilities:

Attending to customers and answering enquiries, stock control, dealing with publishers and administration work.

Achievements:

At the Book Warehouse I started as a Sales Assistant and was promoted to Supervisor after eight months. In this position I have learnt a lot about dealing with the general public and administration activities in a busy shop.

**April 2001 - March 2003**

*News reporter-Trainee*

**Tupi News Radio, Rio de Janeiro**

Responsibilities:

Editing, writing, broadcasting and adapting news for radio media. Organizing and conducting interviews both in the studio and on location. Sourcing material via telephone, internet and from local news agencies.

**Education:**

2005 – 2006, University of Westminster, London.

‘Diploma in Translation’ certificate English into Portuguese accredited by the Chartered Institute of Linguists.

2000 – 2007, University of Social Communication of Rio de Janeiro.

Bachelor in Journalism

Dissertation result: 10 (Top grade)

**2003 – 2004, Elite College, London.**

Advanced English Certificate

**IT and language Skills**

Advanced softwares- MS Word, MS Excel, PowerPoint, WordFast pro

Brazilian Portuguese (mother tongue)

Fluent written and spoken English

Basic Spanish

**Professional associations:**

Brazilian Union of Journalists and the International Press Association

Full UK valid driving licence

Full UK working permit