Ryanne Botelho Sokolowski

Brazilian, Single, 23 years-old
Rua Vitoria, 451
Jardim Bela Vista, Rio das Ostras RJ

28895-421
Phone: 21 97126-7227

 E-mail: ryannebotelho@hotmail.com

Scholarity

* English Language and Literature – Universidade Estácio de Sá – concluded in 2012.1

PROFESSIONAL EXPERIENCE

* **Dec/2009 – April/2011 – Cultura Inglesa S/A**

Position: Intern

Main Activities:

* Support Classes for students who struggled with the learning process
* Control, organization and orientation towards the usage of learning and teaching resources
* Teacher Support inside the classroom
* Support and help to the receptionists
* Mastery over E-board usage

**May/2011 – Oct/2011 – CNA Idiomas**

Position: Teacher

Main Activities:

* English classes for groups of students
* Support Classes for students who struggled with the learning process
* Contacting parents and/or those responsible for the students with problems towards discipline and low grades
* **April/2013- September/2014– National Oilwell Varco/Distribution Now**

Position: Bilingual Receptionist

Main activities:

* Reception and direction of visitors and phone calls
* Receive, filter, create a protocol and delivering inside mail towards the right person
* Control and create protocol for the outside mail sent from the office
* Help the buyers and purchase section of the company by creating spreadsheets, quotations and purchase orders.
* Purchase of materials for the Company’s internal use, such as cleaning and stationery products
* Maintenance of the company’s vehicles
* Control of the employees’ worksheet
* Schedule of shutters, hotel and airplane tickets for business trips.

Extra information

* Fluent in English both written and spoken– Completed Course on Cultura Inglesa institution.
* Certificate in Advanced English from Cambridge University - 2011
* Basic mastery over the Office package
* Domain over the SAP System.