Curriculum Vitae

**PERSONAL DETAILS**

**Name:** Tanawan Rodrigues dos Santos

**Nationality:** Brazilian

**Birth Date:** 05/28/91

**Marital Status:** Single

**CPF (BRA):** 401.705.188-09

**Adress:** Pedro Américo Street, 254, apto. 12

**ZIP Code:** 11075-401

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**GOAL**

Positions as Translator and Proofreader

**EDUCATION**

* **Bachelor of Science in Engineering of Production, Santa Cecília University –** *Santos, São Paulo - Brazil*

(completed in December/2015)

* **Technical Course/High School in Industrial Computer Science, Fortec School and University** **–** *São Vicente, São Paulo - Brazil*

(completed in December/2008)

* **Foreign Trade Course - 55 Hours, Online Course**

(completed in August/2019)

**LANGUAGES**

* **English**: Fluent reading, fluent writing, fluent speaking. (completed – Wizard)
* **Spanish**: Fluent reading, fluent writing, fluent speaking. (completed – Wizard)
* **German**: Advanced reading, advanced writing, intermediate speaking. (completed – Wizard)
* **Italian***:* Basic reading, basic writing, basic speaking.

**KNOWLEDGE**

* **Microsoft Word** - Advanced
* **Microsoft** **Excel** - Advanced
* **Microsoft Power Point** - Advanced
* **SAP** - Basic
* **FMEA** *(Analysis of Failure Modes and their Effects)* – Basic
* **Experience with Quality Tools**

**WORK EXPERIENCE**

**São Vicente City hall** - *São Vicente, São Paulo - Brazil*

(Intern from June/2008 to December/2008)

*Activities:*

* Clients registration.
* Computers maintenance.
* Administrative Routine.

**Usiminas** *– Cubatão, São Paulo - Brazil*

(Engineering Intern from September/2013 to December/2014)

*Activities:*

* Following the chemical and mechanical tests on steels.
* Preparing reports and chemical and mechanical properties charts.
* Fulfillment of a project to reduce waste.
* Following the defects in rolled steels resulting from manufacturing processes.
* Preparing reports and defects charts.
* Helping in Six Sigma process to improve or create new processes.
* Participating in external and internal audits.

**Freelancer** **Translator/Proofreader**

(2015-present)

*Activities:*

* Translation and proofreading of eBooks, traditional books, contracts, subtitles, resumes, manuals, articles, applications and technical materials (English, Spanish and German to Portuguese and vice versa).
* Portuguese, English and Spanish proofreading.
* English and Spanish Teaching.