Antonio Marcos G. Santos

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| Professional Summary |

* Professional who can indentify organizational needs and achieve outcomes
* Proven results in project coordination from initiation to implementation
* Persuasive communicator in multiple languages; strong analytical writing skills
* Good problem-solving skills, discretion and flexibility
* Ability to communicate and interact with senior management and build rapport
* Ability to give English international examinations (TOEFL and TOEIC), supervising all the staff involved in the process, giving support to the candidates during and before the examinations
* Ability to translate technical texts, such as MSDS, memos, and other official documents
* Teaching skills necessary to teach English for teenagers and adults for all levels

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| Experience  **CERTIFIED TRANSLATOR AND COMMERCIAL INTERPRETER Brazil**  **august 2012 –**   * **Translation of official documents, such as contracts, power or attourney, academic documents, personal documents such as id cards, birth certificates, death certificates, wills, deeds, driver´s license, and so on.**   **CNA Language institute** Brazil  *English teachers and coordinator*  Jan 2001 – Aug. 2013   * + Coordinate a team of 30 English teachers daily   + Recruitment of English teachers   + Train English teachers for admission   + Prepare and lecture workshops weekly to all the teachers   + TOEFL examiner – receive examinees, supervise the computer laboratory and check all the necessary items needed for the test   + TOEIC examiner – receive examinees and supervise their tests   + Teach English for all levels- full time   + Coordinate a team of teachers to give the TOEIC test for public schools in my hometown, totalizing 2000 tests last year as a placement test   + Coordinate a team of teachers to give the TOEIC test for two universities in my hometown – PUC University and UEL university   + Give placement test for clients at the Language Institute I work for in order to verify their right English Level   + Prepare spreadsheets and graphics for the Institute management.   + Prepare manuals, extra material to be used in the classroom   + Call students in order to check our services qualities   + Organize PTA twice a year, training teachers, organizing all the necessary documents.   **Milênia agrosciences**  Brazil  *Translator*  Jan 2006 - current   * + Translate MSDS (chemical products) to Portuguese   + Translate FISPQ(MSDS) to English   + Translate formal documents such as memos, business letters and other documents from English to Portuguese and Portuguese to English   **FISK ENGLISH SCHOOL**  Brazil  *English Teacher* Jan 1999- Dec 2000   * + Teach English for all levels- full time | |
| **SENAC** | Brazil |
| *English Teacher* | 2001-2003 |
| * + Teach English for all levels- part time  |  | | --- | | Education |  * **Master´s degree in TEFL – Nova Southeastern University/Jaen University – on line graduation – 2011** * **Graduation – Certificate in Education**; Cesumar, Brazil; 2009 * **Bachelor of Pedagogy**; Iesde/Vizivali - Brazil, 2007. * **Computer Science** – Cesulon University and UPF University – 1997 (04 years but not concluded) * **Brastesol conference - 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011** * **Languages:** Portuguese (Native), English (Fluent) * **International examinations:** TOEIC (965 points), ECCE- University of Michigan, Trinity London (level 11), Bullats (Cambridge). * **Skills:** Microsoft Office – Power Point, Excel, Word; access, Outlook, Internet/Intranet | |