

**GUILHERME ZEITUNE**

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# PROFESSIONAL EXPERIENCE

03/2016 till today **English to Portuguese Translator (Freelance) / Private English classes**

* Interpreting experience during career in Foreign Trade and in Rotary Youth Exchange events.
* Recently working in transcription projects as freelancer at Appen.com.
* Tutoring Elementary and High school students; intensive conversation courses for executives.

02/2014 to 02/2016 **Conaut Controles Automáticos Ltda (Imports Assistant)**

* Follow up of import processes (direct, triangular, drawback, temporary export); taxes calculation for issuing of Fiscal Receipt; procurement and quotations with foreign suppliers, shipping documents approval, issuing of purchase orders and export invoices.

08/2012 to 08/2013 **Seven Idiomas (In Company English Teacher)**

* Preparing and giving classes for executives, correcting test and activities.

08/2011 to 03/2012 **AirSea do Brasil (Operations Supervisor)**

* Coordination of import and export shipments (air and sea), international freight quotation, prospecting and visiting clients, sales of international freight forwarding services.

10/2010 to 06/2011 **SDV Brasil /Bolloré Group (Customer Service)**

* Quotation and sales of sea and air freight, both import and export; issuing of shipping instructions to operational department.

# PREVIOUS JOBS

01/2010 to 10/2010 **AON**, as **Intern**, sales department

07/2008 to 09/2009 **Bon Voyage Shipping**, as **Intern**, operations department 06/2007 to 06/2008 **Cel.Lep**, as **English Teacher**

**BACKGROUND**

**GRADUATION IN ADMINISTRATION – MAJOR IN FOREIGN TRADE** – concluded in 12/2011

Universidade São Judas Tadeu – Campus Butantã – São Paulo/SP

# LANGUAGES

English - Fluent – English as a Foreign Language, certified by Cambridge University Portuguese – Native speaker

Spanish – Basic

# INTERNATIONAL EXPERIENCE

Canada – Cultural exchange and high school graduation with Rotary Intl’ – July/1997 to August/1998

# OTHER COURSES

Leader Training I and II, through Kaizen Treinamentos –2012 and 2013 Social Responsibility through World Bank – 2008

Leadership through Rotary Clubs de SP – 2002 Entepreneurship through PECE (Poli-USP) – 2002

Treasurer of Rotex, part of Rotary Intl’ Youth Exchange program, training foreign and Brazilian students –

2002

# COMPUTER SKILLS

Solid knowledge of Microsoft Office, Microsiga (Protheus), CAT tools (OmegaT), Salesforce.com