

Jeanne Reis

Estrada de Itapecerica 1187
BL 4 APT 83
Villa das Belezas
05835-003 São Paulo - SP
(11) 99920.4888
jeanne_reis@yahoo.com

Objective

Provide accurate, interactive English lessons from the perspective of a native speaker.

Work Experience

Free-lance Translator

February 2010 - present

- Translation of scientific paper abstracts.
- School documents translation and proofreading.
- Other customized translation projects.

English Teacher

March 2010 - present

- Provide lessons and tutoring to intermediate/advanced English students.
- Lessons tailored to meet each student's needs.

Secretary at Pastoral Universitária

February 2010 - December 2010 UNASP, São Paulo - SP

- Assisted Pastor with office work, grading, advertisement, and student services.

Secretary and Dental Assistant

October 2008 - August 2009 Dental office of Mellor Rodney L. DDS, Ocean Beach, CA

- Updated computer inventory.
- Set up patient reminder and billing system.
- Assisted dentist with routine dental work.

Education

2011-2015 (expected) FMU, São Paulo - SP

- Currently studying veterinary medicine.
- Internship at Hospital Veterinário da FMU.

2010-2010 UNASP, São Paulo - SP

- Biology Major.
- Activities: Metal & Cia., Banda Jovem, Orquestra Sinfônica, Orquestra de Sinos.

2006-2008 Pacific Union College, Angwin, CA

- Biology Major, Pre-vet.
- Biology Research Lab Supervisor.
- Activities: Chorale, I Cantori, Chamber Orchestra, Handbell Choir.

2002-2006 San Diego Academy, National City, CA

- College prep diploma.

- Senior class president.
- Academic Honor Roll: 2002-2006.
- Recipient of President's Award for Educational Excellence.

Volunteer Experience

Kidz Reach

2006 - 2008

- Provided underprivileged kids with weekly rides to church, tutoring, warm meals, and a weekend of activities.

Mission Trips

2002, 2005, 2006, 2009

Countries visited:

- Hong Kong and China.
- Mexico.
- Peru.
- Philippines.

Services Provided:

- Assisted in children's programs and evangelistic meetings.
- Taught conversational English.
- Worked as a dental assistant.
- Assisted in the construction of new homes and churches.

Additional Information

- Computer proficiency including Microsoft Word, Excel, and PowerPoint.
- Native English Speaker.
- Fluent in Brazilian Portuguese.
- Intermediate level background in Spanish.