

Curriculum vitae

PERSONAL INFORMATION

Keyla Crystina Moura

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Sex Female

WORK EXPERIENCE

25/01/2011–Present

Administrative secretary

SEDUC MT, Porto Esperidião (Brazil)

- Operated office photocopiers, maintained the office bulletin board and assisted staff with clerical or procedural requirements;
- Prepared meeting minutes, organized contracts, and transmitted notices and memorandums for organizational support;
- Performed general office duties, including answering phone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, scanning physical files into digital records, sorting and handling incoming and outgoing mail;
- Provided information to students and families regarding enrollment, interacted with students and families to follow up on missing or deficient information;
- Assisted the other manager professionals with daily work tasks;
- Worked with Pedagogical Coordinator to develop projects alongside teachers, administrative staff and students;
- Input, updated, and maintained information pertaining to both current and past employees and students in the government online system.
- Oversaw staff movements and attendance data of an average of 20-30 employees.

2010–2010

Librarian

SEDUC MT, Porto Esperidião (Brazil)

- Received and processed new acquisitions for the library;
- Created a classifying system for book and stock registry;
- Updated and maintained book asset registry;
- Instructed students on research techniques and the use of information technologies;
- Developed reading and cultural projects alongside teachers;
- Suggest book titles for acquisition based on observed student preferences within school budget.

EDUCATION AND TRAINING

02/02/2020–Present

Teaching Degree in Portuguese

Faculdade Ideal, Brasília (Brasil)

- 14/08/2018–Present **Specialist in Teaching Methodology of the Portuguese and Spanish Language**
Faculdade Unica, Timóteo (Brazil)
- 12/09/2018–31/01/2019 **Inclusive Education and Social Projects (Specialization)**
Faculdade Cidade Verde, Maringá (Brazil)
- 01/07/2015–30/06/2018 **Bachelor of Technology in Public Management**
UNOPAR, Londrina (Brazil)

01/04/2013–27/11/2015 **Technical Certificate in School Secretariat**
IFMT, Cáceres (Brazil)

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	B1	B2	A2	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages - Self-assessment grid](#)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

[Digital skills - Self-assessment grid](#)

ADDITIONAL INFORMATION

- Conferences** National Conference of Education: Municipal stage organized by the Municipal Secretary of Education of Porto Esperidião and the Pedagogical Council of Porto Esperidião.
- Seminars** VIII Seminar of Continued Training in Education.
- Conferences** Municipal Conference of Educação- PME/2015-2025.
- Courses** Educational Manager's Convention- School Management and it's Dimensions.
- Courses** DL Training Certificate: Integrated Systems of Educational Management - SigEduca
- References** Acted as guest faculty in Kolkata providing Communication Skills and Personality Development Training. Experience in HR, PR and Marketing.