

Nome Completo

Nacionalidade: Brasileira

CONTACTO









OBJETIVO PROFISSIONAL:

Administradora com mais de 7 anos de experiência em gestão de processos, controle financeiro e liderança de equipes. Busco uma oportunidade para aplicar meus conhecimentos em planejamento estratégico e contribuir para a eficiência organizacional. Busco contribuir para o crescimento de empresas.

FORMAÇÃO ACADÊMICA

20XX - ATUALMENTE - São Paulo, SP, Brasil

MBA em Gestão

PUC- Rio

20XX - 20XX - São Paulo, SP, Brasil

Curso Técnico em Administração

SENAC RJ

EXPERIÊNCIA PROFISSIONAL

01/01/20XX - ATUALMENTE - São Paulo, SP, Brasil

Supervisora Administrativa

Empresa Maxlog

- Gestão de equipe administrativa.
- Implementação de melhorias em processos internos.
- · Responsável por relatórios gerenciais.

15/06/20XX - 31/12/20XX - São Paulo, SP, Brasil

Analista de Processos

Grupo Horizonte

- Mapeamento e otimização de processos administrativos.
- Apoio na definicão de metas e indicadores.
- Treinamento de novos colaboradores.

COMPETÊNCIAS LINGUÍSTICAS

LÍNGUA MATERNA: Português

OUTROS IDIOMAS : Inglês | Espanhol

HABILIDADES

Pack Office | WordPress | Photoshop | Adobe Premiere | Email Marketing | Google Docs | Google Drive | Outlook

HOBBIES INTERESSES

Prática de yoga / Voluntariado / Fotografia /

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Embracing the Melody of Term: An Psychological Symphony within Curriculum Vitae Europass Em Portugues

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