

Luis Felipe Araújo Vieira

217, Jean Talon Est
H2R-1S9
Montreal, QC
(514) 965-2929
vieirabh@gmail.com

Professional Goals

Administration
Project Management

Professional Experience

2009-2014 – Director and Head Coach of Club Aquatique Rosemont – Montreal

2011-2012 – Coach for the Jeux du Québec 2012 all-star team from region Montréal-Concordia

2011-2012 – Coach for the Stage Équipe Québec age groupe 11-12 years old

2008-2009 – Assistant Coach for the University of Montreal Senior Swim Team (Carabins)

2008 – Involved in large translation project for CBG International S.L. Translation Company

2006-2008 – Freelance translator for World Vision Costa Rica

2004-2008 – Executive Director of one of the first and largest Hostels in Brazil – Pousadinha Mineira.

2004 – Water Program Full Time Translator for Christian Children's Funds

2004 – Freelance Portuguese Translator for World Vision South America

2003 - Leadership Training School in Switzerland for Young Successful Leaders

2001-2004 – Full Time Translator and Interpreter for CCF (Christian Children's Funds)

1998-2002 – Major in Physical Education at the Federal University of Minas Gerais - (UFMG)

1998 – English Professor at Finest School in Brazil.

1996-1997 - DTS (Discipleship Training School) in Montana, with 4 months of theory class and 2 months of practice in the Ukraine and Czech Republic.

Job Description

Director and Head Coach of Club Aquatique Rosemont

Job Description:

Human Resources: Management of Staff and Personnel

Sep 2009 – 2013

- Conducts interviews for hiring head coaches, coordinators and is responsible for the layoff staff as appropriate for modalities of Swimming, Diving and Synchronized Swimming;
- Approves the hiring done by coordinators
- Submit nominations for Head Coaches and the Board of Directors shall advise the sanctions to be implemented;
- Approves the hours of head coaches and coordinators and ensures that timesheets are consistent with each contract, each pay period;
- Motive and communicates the objectives of the club head coaches.

Clients:

- Manages customer complaints in conjunction with the Coordinator;
- Ensures that all requests from customers are addressed adequately and professionally;
- Must be aware of any requests and comments of the customers in regard to the provision of services for each of the disciplines and institutions;
- Responsible for planning enrollment in different parts of the club;

Suppliers:

- Managing relationships with various suppliers of Club:
- Equipment Suppliers aquatic
- Service Providers.
- Promote team activities within the community and increase team visibility via a detailed action plan
- Understand and integrate the value of philanthropy within the sport and promote annual campaign and/or other fundraising events

Federations:

- Must know and follow up with three (3) Federations (Swimming / Diving / Synchronized Swimming):
- Ensures, with the help of head coaches that the entries of the various federations' athletes are up to date, and for each discipline.

Hours:

- Must ensure that the allocation of slots is equal across the three disciplines and for both existing pools and any other institution that would add in the future.

Continuous Club Improvement:

- Provides avenues to the Board of Directors for the improvement and Club promotion;
- Develops and provides a stimulus for disciplines Synchronized Swimming and Diving and ensures the progress of athletes in each discipline.

Finance:

- Manages the club's finances rigorously;
- Produces payroll, the record of employment, etc.;
- Maintains and keeps track of all receipts and expenditures of the club;
- Makes checks for various payments;
- Performs bank deposits;
- Produces tax returns Club.

Facilities:

- Must ensure that the premises meet safety for the aquatic standards
- Must notify the authorities of the City of Montreal to any situation that may violate the security of users

Board of Directors:

- Produces various reports required to report to the Board of Directors
- Establishes the guidelines defined by the Board of Director
- Participates in meetings of the Board of Directors

City of Montreal:

- Ensures the maintenance of good relations with the managers of the City of Montreal

Workouts:

- Develop a training plan for the Elite Squad from the swim team.
- Develop the annual competition calendar for the swim team and oversees the calendars from the other disciplines (Diving and Synchronized Swimming)
- Oversees training sessions from all the other groups to ensure quality of training
- Plan competitions where the athletes must participate and ensure that entries are done in the prescribed time and costs are paid.

Coach of Stage Équipe Québec Swim Team

Prospect Age-Group 11-12 ans

Sep 2011 - Sep 2012

- Plan and develop training sessions during the swim camps of the state team
- Oversee all pool and out-of-water training sessions to enable each swimmer to develop to his/her potential

Coach for the Jeux du Québec 2012

Sep 2012

- Responsible for the 24 best athletes of the region Montreal-Concordia
- Plan and develop training sessions during the Jeux-du Québec
- Oversee all pool and out-of-water training sessions to enable each swimmer to develop to his/her potential

Assistant Coach

University of Montreal – Carabins

Sep 2008—Sep 2009

- Plan and develop weekly, monthly and annual training along with head coach
- Development of specific drill practices for each stroke
- Championship Registrations for each swimmer

Development of Tactics for Competition

Executive Director

Jan. 2003 – Dec 2007

Pousadinha Mineira in Belo Horizonte- Brazil

Job Description:

- Hiring and coaching new personnel
- Overseeing the roles of the staff
- Events organization
- Negotiation with suppliers
- Responsible for hostel budget
- Production of Marketing Material
- Production of Website Material

Translator and Interpreter

Jan. 2001 - Nov. 2004

- **CCF (Christian Children's Funds) Belo Horizonte** Translation of documents, Letters and Proofreading Translation of marketing material
- Foreigners' contacts
- Traveling with foreigners during visits to projects with simultaneous translation Water Program for Araçuaí (Northeast of Brazil) Full Time Translation Conference Translation

Translator

Jan. 2004 -2008

World Vision

- Translation of Documents and Letters Orthographic Contract Analysis and proofreading Translation of Statistical Documents
- Translation of Annual Company Handbook

EMI RECORDS Full Time Translator

Jan.2004- Jan 2007

- Responsible for translating songs for known artists from English to Portuguese and making a new version in Portuguese for them

Advanced Skills

Advanced Computer skills:

- Microsoft OFFICE expert
- TRADOS (5 years' experience)
- Professional English and Portuguese typewriting, proofreading, subtitling
- HTML language advanced
- Web designer (Fireworks, Dreamweaver, Flash, Photoshop, and Corel Draw)

Academic History

Physical Education <i>UFMG (Federal University of Minas Gerais)</i> Major in Physical Education with specialization in High level sports training	1998 – 2002
English Proficiency Degree from University of Michigan	2005-2006
Web designer and initiation to computer programming Programming Languages (PHP and HTML)	2006-2007
FIT (Fitness Instructor Training) YMCA Certificate	
PNCE III Swimming Coaching specialization In course	2008-2013

Courses

Sports Coaching <i>YWAM SPORTS INSTITUTE</i>	1996 -1997
<ul style="list-style-type: none">• Sports Coaching and Leadership improvement practices for beginners and professional athletes (Children, teenagers and adults)	
Team Management and Leadership Training <i>JUGEN MIT EINER MISSION – SWITZERLAND</i>	2003
<ul style="list-style-type: none">• Leadership course on Team management and Leadership training in Switzerland.	
CPR Certification National Lifeguard Certification	2008-2013

Languages

- Fluent Portuguese (spoken, read, written)
- Fluent English (spoken, read, written)
- Fluent French (spoken, read, written)
- Intermediate Spanish