



ADRIANA DO NASCIMENTO CORREA

ADMISSION - Correos 2020
Office 365 - Adams Academy 2022

EXPERIENCIA

Currently:

- Classification Agent - permanent staff at the Post Office. Weekend shifts and holidays.
- Conference Interpreter and Translator

Previous Experience:

Distribution Agent - Correos -June/2023 to October/2023

Trilingual Back Office Assistant (Spanish-English- Portuguese)- PERI Global Support S.L- August 2022- December 2022

Portuguese Transcriber for proprietary platform - Sigma S.L.U - September/2020 to March/2021- Translation in various sectors: IT, Telecommunications, Health, Education, Insurance, Law and others.

Delivery Process Consultant - Correos España - November/2020 to February/2021- Consultancy in the functional area of notification distribution.

Freelance IT Consultant- June/2016 to November/2020- Working in different sectors: IT, Health, Education, Insurance, Law and others.

IT Consultant -Abrapp (Association of Closed Pension Fund Entities)-Brazil-October/2019 to December/2019- IT/Telco Consulting for Cloud Security Solutions.

Freelance Consultant- Bauhaus Capital Market - Spain - June/2019 to September/2019 - Generate offers and orders to IT distributors who have up-to-date knowledge about software, hardware and service providers. • Daily management of presentations, office packages and sales/control tools (CRM). - Negotiation with Key Accounts and Retail. Consulting projects for the public and private sector.

English Teacher - I Speak Academia- June/2016 to October/2019

WFS- January/2018 - June/2018. Customer service in check-in and boarding Barajas-Madrid Airport.

Cloudmobile - September /2017 - December /2017- Vodafone Distributor Madrid-Spain - Commercial and after-sales activity.

Carambola - March 2016 - September 2017 - Children's Clothing and Accessories SME (El Casar-Guadalajara/Spain) - Owner/Manager, commercial activity and customer service.

Sales Specialist at DataCenter - Colt- Spain- January/2012 to March/2016 .
Sales Specialist at DataCenter- Equinix- Brazil April/2011 to December 2011.

Telecommunications Sales Executive- Telefonica- March/2008 to March/2011.

Regional Sales Manager - Jazztel- - February/2007 to March/2008

Telecommunications Account Manager. Telecom Italia Sparkle -January/2004 to January/2007
IT & Telecom Outsourcing Project Executive for 3rd grades- IBM- January/2003 to December/2003

IT Software Consultant - Renfe (Spain, Portugal, Russia). September 1987-December 2002

🏠 CALLE MIRADOR DE LA NEVERA,
N21, THE CASAR

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FORMATION

Bachelor's Degree in Computer Science - PUC (Pontificia Universidade Católica de Campinas) - SP, Brazil - Approved in Spain

MBA in Business Management - Universidad San Luis, SP, Brazil - Approved in Spain

Postgraduate Degree in Spanish Translation - Universidad Estacio de Sá- Brazil 2020

IDIOMAS

Portuguese: Native / Spanish: Native / English: Fluent / French: Basic / Italian: Basic //: German: Basic.

COMPLEMENTARY TRAINING

Advanced English C1- Cambridge-Escuela Oficial de Idiomas de Guadalajara 2019
DELE- Competence C2- Diploma of Spanish as a Foreign Language. - Instituto Cervantes-Casa de España- Brazil 2001

Dale Carnegie Sales - Telefonica - USA 2010

PMO- IBM - Spain 2000

Solution Selling - Information Builders - USA 1995

SALES TECHNIQUE - Correos 2020

BASIC EXCEL - Correos 2020

PLATFORM FOR POST MAILS