

MARIANA MAGALHÃES SANTOS GONÇALVES

ASSISTANT COSTUME
DESIGNER

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casa 21 - Vargem Pequena, Rio de Janeiro - RJ,
22783410, Brazil

ABOUT ME

My professional background is in Art, focus in Fashion and Costume Design, Culinary and Business. I enjoy reading a variety of other subjects, including social sciences, history, and folklore. I have professional and translation experience in the arts, culinary, financial and business fields.

LANGUAGES

Portuguese

English

Spanish

French

EDUCATION

CST, FASHION DESIGN

UniCesumar
2024

CST, CULINARY ARTS

Faetec, Rio de Janeiro - RJ -
Brazil
2021

BACHELOR OF BUSINESS

Universidade Federal Rural do
Rio de Janeiro
2020

WORK EXPERIENCE

ASSISTANT COSTUME DESIGNER

| JS atelier de Figurinos e adereços Eireli - ME • | Rio de Janeiro - RJ - Brazil
| Jan 2009 - Present

Contact with customers and suppliers via email, telephone and in person; budget and material control; purchase of material and equipment; elaboration and correction of didactic material for courses taught; scheduling and follow-up of meetings; maintenance and updating of social media, website and institutional email; preparation of documents, spreadsheets and institutional presentations; budgeting for future projects.

CONTROLLING ASSISTANT | Marriott International | Rio de Janeiro - RJ - Brazil

| Mar 2018 - Aug 2019

General Cashier Routines, Audit of cashiers, issuance of cash fund transfer contracts, issuance of Micros and MyMicros reports, Surplus and Shortage Monitoring, Sending and Receiving Cash Remittance via the Value Transport Company, Performing GIG, Handling of cards, Routines of Accounts payable, launching of NF, data and importation in the SUNBOSS system, launching of invoices in BirchStreet, issuance of reports and data in the OPERA system, Feeding of data in EXCEL spreadsheets, Creation of comparative data in graphs and tables in excel, QUIRF tax system, calculation and retention of taxes and duties in service notes, Issuance of NFs and RPS, issuance of tax bills, assistance in the routines of the controllership sector, telephone answering, Calculation and issuance of the GRR, Entry of GRR data in the STR system.

INTERN | RINA Services Brasil | Rio de Janeiro - RJ - Brazil | Jan 2016 - Feb 2017

Issued invoices, suspending and canceling certificates, registering and scheduling inspections, issuing invoices, sorting and sending national and international correspondence and emails, preparing internal and external documents, contacting the Department of Ports and Coasts, administrative routines, great contact with customers.

LINKS

Linkedin EN:


https://www.linkedin.com/in/mari-magalsantos/?locale=en_US

Linkedin PT:

<http://https://www.linkedin.com/in/marimagalsantos/>

SKILLS


Criative thinking



Fashion and Costume Design



Culinary Arts



Bussiness

