Rafaela Mitsue Yamauti

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**EDUCATION**

Universidade Aberta de Portugal – Lisbon, Portugal 10/2019 – 12/2022

● Bachelor Applied Languages with a Minor in Administration and Public Relations

Federal University of Pernambuco - Recife, Brazil 01/2009 – 12/2013

● Bachelor in Social Science with a Minor in Education

Colégio NAP - Recife, Brazil 01/2007 – 12/2009

● High School

**WORK EXPERIENCE**

**Social Media Assistant – Minka Wellness Center (Brooklyn, NY) 11/2018 - 02/2019**

● temporary role creating content, post regularly on Instagram and Facebook to promote wellness center, keeping the schedule of classes up to date on every social media, scheduling posts and editing using the necessary programs .

**Nanny –** Ahn Family and Percy Family (Brooklyn, NY) 08/2014 - present

● creating a consistent schedule for the kids, teaching them a second and third language, driving them to and from activities, supervising and organizing playdates, classes and appointments around the city. Making sure that everything ran smoothly.

**Au Pair –** Davies Family (Fairfield, CT) 07/2013 - 07/2014

● During my exchange student program I’ve lived with the Davies for a year helping them with everything related to the kids while studying and improving my English.

**Social Media, editor and content creator -** Cheap and Chic (Recife, Brazil)

05/2012 - 07/2013

● creation of content, editing of photoshop

● management of social media accounts and engagement with the public.

**Secretary and Personal Assistant-** Calli Showroom (Recife, Brazil)

02/2011 - 07/2013

● helping the CEO with daily tasks being personal or business related.

● running errands and making sure all day to day tasks were completed in time organizing meetings, making sure the company had all the supplies needed

**Teacher –** Win the World Program at Escola Desembargador Renato Fonseca, Brazil

02/2011 – 06/2013

● Taught Portuguese, English, and Spanish for a High School program

● Helped students achieve their language needs to take off on a cultural and educational exchange program created by the government.

**SKILLS**

**Technical:** Microsoft Word, PowerPoint, Outlook, Excel, Corel Draw, and Mobile Internet

**Languages:**

● Portuguese: Native

● English: Fluent. School: Norwalk Community College (advanced level)

● Spanish: Fluent School: AMEC (advanced level)

● French: Basic. School: Universidade Aberta de Portugal (beginner level)

● Italian: Basic.

**Trainings:** CPR, First Aid

**VOLUNTEER EXPERIENCE**

 Holiday Gift Drive Volunteer 2015 - 2017

Dorot – Social Services Organization, helping on holidays delivering meals and giving support 2015 – 2018