

Thiago Soares Cordeiro

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Education:

High School

- Centro de Ensino Médio 01 de Sobradinho Dec 2019

Language Course

- Centro Interescolar de línguas de Sobradinho

English 696h20m

Japanese 202h40m

Certifications:

Pharmacy course | Institute of Professional Training (IFP) | completed

Civil aviation course | EAD Aviation | completed

Administrative management course | Institute of Professional Training (IFP) | in progress

Skills:

- English, Spanish and Portuguese
- Knowledge of software and tools
- Office suite
- Teamwork
- Creativity
- Critical thinking
- Leadership
- Communication
- Problem solving

Work Experiences:

- **Stock assistant | Rolimac Rolamentos | 3 months**

Organize and manage over 100 items and products from the store inventory, record product inputs and outputs.

- **CCO Assistant | EPR TRIÂNGULO | 5 months**

Manage resources on 9 different highways, collect, coordinate and pass on information to keep the highways always clean and safe, activate and coordinate resources such as routes, light and heavy tow trucks, medical services, water trucks, police, firefighters, etc. Phone calls and emergency chat attendant.

- **Missionary | The Church of Jesus Christ of Latter-day Saints | 15 Months**

Bringing a message of joy, love and hope about Jesus Christ to people, helping them set goals and monitoring their progress, managing people's logistics, acting as a secretary in charge of home maintenance and controlling expenses, hiring bricklayers, carpenters, electricians, pest control services etc. Purchasing household appliances and providing logistics for delivery.

- **Telemarketing attendant | Virtual Connection | 9 Months**

Assisting over 120 people per day from all over Brazil, offering products and benefits from the Estácio educational institution, as well as presenting all courses offered, their duration and negotiating prices.

- **Telemarketing attendant | Callink | 5 Months**

Product offers, spreadsheet analysis, rate negotiation, etc.

- **Attendant | Coffee Net | 12 Months**

Assist customers, print invoices, copies, laminate, contracts (assignment of rights), clean the premises, deliver and prepare snacks.

- **Digital affiliate | digital platforms | 2024 – current job**