

MAHANIE ADAD IUNG

Rua Luiz Pelegrino Toaldo • Curitiba, Brazil
+55 41 997330471 • mahanieadadiung@gmail.com

PROFESSIONAL EXPERIENCE

- TEACHER OF PORTUGUESE AS FOREIGN LANGUAGE** Jan 2020 - present
SELF-EMPLOYED Dublin, IRELAND
- Developed and conducted Portuguese classes in an online and individual format., for Spanish and English speakers. The classes were set focusing on the apprenticeship by linking cultural native aspects of Brazil with writing, reading and speaking skills.
- STARBUCKS COMPANY** Jul 2019 – Apr 2021
BARISTA/CASHIER Dublin, IRELAND
- Registered customer's orders, prepared and delivered hot and cold beverages;
 - Performed cashier duties, operating the internal system;
 - Maintained an upstanding work environment to ensure the company standards of neatness and quality customer service were being followed.
- GOVERNMENT OF PARANÁ – COMMERCIAL REGISTRY** Apr 2016 – May 2019
ADMINISTRATIVE ASSISTANT Curitiba, BR
- Assisted the Head Commercial Law Solicitor in processing the registration and inspection of companies from the state of Paraná.;
 - Systematized processes and data concerning the State Companies into spreadsheets and internal methods of codification;
 - Answered for the office's agenda, email and customer service.
- GOVERNMENT OF PARANÁ – SOCIAL DEVELOPMENT DEPARTMENT** Apr 2014 – Mar 2016
ADMINISTRATIVE ASSISTANT Curitiba, BR
- Registered and followed up job opportunities inside the state of Paraná into an internal system;
 - Evaluated and selected candidates according to the established requisites, performing a liaison between companies and applicants;
 - Compiled the statistics concerning professional placement into monthly reports to the Department's management.
-

SKILLS & EXPERTISE

Translation and Interpretation • Multitasking • Intercultural Skills • Fluent English
Portuguese Native Speaker • Conversational Spanish • Strong written communication
•Consistent Knowledge of Microsoft Office Applications (Excel, Word, PowerPoint)
Team-oriented Interpersonal Skills

EDUCATION

BUSINESS AND ACADEMIC ENGLISH (2020 - 2021)

SEDA College - Dublin, IRE
Advanced Level

GENERAL ENGLISH (2019)

IBAT College - Dublin, IRE

BUSINESS ADMINISTRATION (2014-2016)

Federal University of Paraná - Curitiba, BR

INTERCULTURAL EXPERIENCE

Dublin (2019-2021)

- I spent two years abroad living in Ireland working, studying and teaching in environments surrounded by English speakers. This gave me a substantial understanding of English and the opportunity to perform informal translations and interpretations.