

Maria Wood Gomes
mariawoodny@yahoo.com
305-303-2841
1116 NE 1st street,
Fort Lauderdale, 33301

Professional Experience:

11/01/2015 - Present, Atmos RX, Davie, Florida.

Position: Marketing & Sales Coordinator

- Coordinate monthly editorial advertisement.
- Coordinate and copyright weekly newsletter.
- Assist in recruiting
- Assist to coordinate tradeshow

10/2014 - 10/2015 Pure Brazilian Coconut Water, Fortaleza Brazil and Miami

Position: Office assistant in Brazil, relocated to Miami as Brand Ambassador/Account manager.

Responsibilities included:

- Translation for the Brazilian office, Portuguese - English and vice versa.
- Business to business accounts receivables, invoicing, billing.
- Account collection for the Florida accounts. Had direct impact on lowering outstanding balances by over 400% .
- Direct business to business sales.
- Assistant in national event planning
- Managed warehouse inventory, BOLs and pick up authorizations.

March to June 2014, Guldsten OY & Time House OY, Temporary project, Finland

Position: Translator, Remote assistant.

- Technical translator, from English to Portuguese
- Remote sales assistant.
- Proof reader of the english version of the website. Website: www.timehouse.fi/pt.

2014, English Teacher, City Idiomas, Trairi, Ceara, Brazil

Post: Part-time English teacher.

- Levels beginners, intermediate and advanced levels. Based on the Cambridge english teaching framework.

2013, Gran Marquise Hotel, Fortaleza, Ceara, Brazil

Position: Full time Front Desk, agent morning and afternoon shifts.

1999 - 2011 - Commercial Actress, Portugal and Other European Capitals.

TV Commercials, Video Clips, back ground actor in tv series, short films and feature films.

Main representing agency in Portugal - L'agence 1999 - 2004, Just 2004 - 2009, Swat talents 2010

Languages:

- Portuguese - Native Speaker.
- English - Fluent.
- Spanish - Excellent speaking, excellent reading, medium writing.

Education:

“Estacio Fic University”, CE - Marketing, Associate degree, Fortaleza, Ceara, Brazil (Jan 2014 Dez 2017)
Online Course. Alumni number: 201401264476

“New Actors Workshop” , Performing Arts, Diploma NYC, 2006 -2008

“ISPA” - Superior institute of Applied Psychology, BS, Lisbon, Portugal (2000- 2002)
Incomplete

“Escola secundaria de Cascais”, Arts department, High school, Cascais, Portugal, concluded 1999

Additional Courses:

“Septima Ars”, Creative Writing for film script, Madrid, Spain. 2004 -2005

“Actors Connection”, NYC, 8 week intensive Monologue course, 2009

“Impetus theater group”, summer workshop. Lisbon Portugal, 2004