

## IVONE BOTELHO DO COUTO

### EDUCATIONAL BACKGROUND

LETRAS – LICENCIATURA PLENA  
Portuguese – English – Literature  
Faculdade de Ciências e Letras de Araras

### INTERNATIONAL EXPERIENCE

- Visits to the USA, Europe (Italy, Germany, Switzerland, France, England) and Latin America (Argentina, Chile, Uruguai) – time spent on cultural and linguistic development.
- International Exams  
TOEIC – Test of English for International Communication jul 2012

### PROFESSIONAL BACKGROUND

- CP Kelco Brasil S/A- 2009 to date Executive Assistant
- Nestlé Brasil Ltda – 2007/2009 Secretária Bilingüe
- Brevini Latino Americana Ind e Com Ltda -2006 Assistente Administrativa
- Uninox Ind Com Bijouterias Ltda-EPP – 2005 Assistente Administrativa
- CP Kelco Brasil Ltda – 1989/2004 Secretária Bilingüe
- Invicta Máqs para Madeira Ltda – 1988-1989 Secretária Bilingüe
- Mecânica Oriente Ltda – 1988 Auxiliar Administrativo
- Coperfil Ind Com Perf Ltda – 1984-1989 Auxiliar Faturamento

### ENGLISH CLASSES

- Heloisa De Carli Assessoria Linguística – Basic/Intermediate Levels
- Menezes & Menezes – Basic/Intermediate Levels (classes to executives from Multinational Companies)
- Escolas FISK – Basic/Intermediate/Advanced Levels

### LANGUAGE

- English
- Spanish