

... | M. | Don/a | Dr. | ...' Johny-Borges BRAGA

Being a multicultural professional, I am able to adapt perfectly to an international environment. Open-mindedness, perseverance and responsibility define the person I have become throughout my careers.



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00 33 – (0)6 52 07 68 27, on Friday



00 33 – (0)9 56 65 97 32

[Www.johny.us](http://www.johny.us)



Experience

Teleadvisor

ODITY FRANCE

Rueil-Malmaison, Île-de-France, France (2018 – 2018)

- Quality audit / Mystery client: 63,708%
- Marketing: 32,292%

Commercial (BUYINGS/selling)

ECOD'AIR

18th arrondissement of Paris 18e, Île-de-France, France (2013 – 2016)

- Importation of depreciated computers purchased via PSA network companies. Fifteen countries covered with exchanges in English, Flemish or Dutch, French, Italian, Norwegian, Portuguese, Swedish or Slovak. Weekly report to the Sales Manager. More than 15000 contacts and up to 100 laptops imported weekly; internal and external collaborations with translators to create tools to overcome language barriers or lack of common idiom (ad hoc actions); prospecting and development of alternative means of transport when not covered by the main partner (at 70% of my time)
- In charge of students associative partnerships: updating of partnerships contracts, prospecting by Internet, emails or telephone, drawing up of quotes, pro forma invoices, term quotes and contracts renewal notifications, renegotiation (at 20% of my time)
- Promotional online sales of reconditioned hardware, power cables, docking stations for laptops or desktops: advertisements creation and updating with technical descriptions, photographic illustrations. Target market setting, receiving orders on eBay. Deliveries with UPS (10% of my time)
- Working reunions. Reports. Sending/receiving emails, fixe and mobile phone calls.
- Other collaborations with agglomeration communities and diocesan Directorates (ad hoc actions).

Assistant

AMBASSADE DU PORTUGAL & CAMÕES - INSTITUTO DA COOPERAÇÃO E DA LINGUA, I.P.

15th arrondissement of Paris, Île-de-France, France (2012-2012)

Within the COORDINATION STRUCTURE OF PORTUGUESE EDUCATION IN FRANCE,

- Physical and telephone reception;
- Support for calculation of estimated miles weekly travelled by teachers;
- Calculation of estimated number of students per localities and schools for the following school year;
- Classification of teachers administrative and teaching packs;
- Archiving

Tutoring

UNIVERSITE PARIS III SORBONNE NOUVELLE

5th arrondissement of Paris, Île-de-France, France (2009 - 2012)

Multilingual testing secretariat. Recruitment of tutors with complementary languages capabilities. Promotion of the institution actions and transcription/layouts for students with disabilities.

Observer

COMMUNE DE CLAMART

Clamart, Île-de-France, France (2008 - 2008)

Study based on the basic classes of Castilian

Internship Director: M. JARDIN Jean-Pierre

References

- Mme Brigitte PASCAL, Director of operations
ODITY FRANCE
- M. Hervé BAULME, President and former Chief Executive Officer
ECOD'AIR
- Dr.ª Ana Comnos, Head of administrative and financial management
AMBASSADE DU PORTUGAL
- Mme LEMARDELEY Marie-Christine, former President & M. BOTTE Ivan, Head of Mission
UNIVERSITE PARIS III SORBONNE NOUVELLE
- Mme MARTIN, Director
COMMUNE DE CLAMART

Graduations

ACADEMIC:

Galician philology, language and culture (ILG)

UNIVERSIDADE SANTIAGO DE COMPOSTELA

Santiago de Compostela, Galicia, Spain (2011)

Licentiate in Foreign languages, literature and civilizations, Portuguese speciality

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Didactics of French as a foreign or second language (DFLE/DFSL)

UNIVERSITE PARIS III SORBONNE NOUVELLE

5th arrondissement of Paris, Île-de-France, France (2008 – 2009)

Faculty: Mme BLONDE Eliane, M. Jean-louis CHISS, Mme LEVECOT Agnès, Tribute to Michel Laban, Mme Ana Isabel SARDINHA -DESVIGNES, BET, Mme Catherine DUMAS, Mme Corinne WEBER, M. Emmanuel FRAISSE, M. Frédéric ERARD, Mme Ilda MENDES DOS SANTOS, M. Jean-Paul NARCY-COMBES, Mme Marie-Christine PAIS-SIMON, Mme Miléna SRPÓVA, Mme Nathalie BORGE, Mme Sandrine WACHS, MME Violaine DELTEIL, SUAPS, Voix lusophones...

PROFESSIONAL:

Management Assistant specialized in Construction

CENTRE NATIONAL DE FORMATION PROFESSIONNELLE

14th arrondissement of Paris, Île-de-France, France (2013)

Languages & Skills

Download in PDF	English	French	Galician	Portuguese	Castilian
Hearing comprehension	B2	C1	C1	C1	B2
Reading comprehension	B2	C1	C1	C1	B2
Oral Interaction	B2	C1	B2	C1	B2
Oral expression	B2	C1	A1	C1	B2
Writing	B2	C1	B2	C1	B2

- Microsoft pack office (Access, PivotTable, VLOOKUP)
- Redaction / Translation
- ERP : EBP (notions)
- Bidding
- HTML, FTP
- Google Analytics

Wage claims & Availability

From 36 579,36 to 40 537,20 € or more / year & Immediate, with a non fixed-term contract preferably

Activities

- Sabbatical year abroad (2016 - 2017)
- French European driving licence, Class B (without a personal vehicle)
- Translation for family businesses
- Interpreting and translating entrepreneurship, WordPress and mailing lists under study
- Condominium Observer