

# CURRICULUM VITAE

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**Name:** Yumi

**Date of Birth:** 02/02/2005

**Marital Status:** single

**Place of Birth:** City of Maxixe

Year	I. ACADEMIC BACKGROUND	
	Level/Course	Training Institution
2016	Completion of Primary Education (7th Grade)	Maxixe Complete Primary School
2019	Completion of Secondary Education 1st Cycle (10th Grade)	Lusaka Accords Secondary School
2021	Completion of Secondary Education 2nd Cycle (12th Grade)	Secondary School 29 de Setembro - Maxixe

Year	II. PROFESSIONAL TRAINING	
	Level	Training Institution
2023	Completion of the intensive English Language course	British Council
2024	Attends Schellhammer Business School	Schellhammer Business School - Spain

III. PROFESSIONAL EXPERIENCE	
Year	Experience
2018-2019	Member of the technical team for the creation of the Colégio Cantinho da Rose – Maxixe (having been responsible for the processing of various files and negotiation)
2021	Participated in the feasibility study (FOFA analysis) for the reopening of the Colégio Cantinho da Rose – Maxixe after closure during the COVID-19 period (having contributed as an inquirer to identify potential children/students for the services)

2021 - 2023	Responsible for the management of the commercial, communication and image sector of the Colégio Cantinho da Rose, (having created and defined the profile of the digital communication platforms, articulated and secured contracts for the dissemination of the institution through radio and television, ensured the
	Senior member of the monitoring and evaluation team for the quality of operation of the Colégio Cantinho da Rose (responsible for measuring indicators related to the quality of dissemination of the institution's image).
	Responsible for the design and implementation of social projects and action plans of the Colégio Cantinho da Rose (planning, preparation and implementation of events: children's day parties, visits and study exchanges, graduation ceremonies, among
	Administrative Assistant at Colégio Cantinho da Rose (responsible for identifying the institution's macro needs and the respective source of acquisition of products and

<b>LANGUAGE SKILLS</b>				
<b>Language</b>	<b>Proficiency</b>			
	<b>Expression</b>	<b>Comprehension</b>	<b>Writing</b>	<b>Reading</b>
Portuguese	Excellent	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent	Fluent
Spanish	Intermediary	Intermediary	Intermediary	Intermediary

<b>OTHER QUALITIES</b>
Good self-learning ability
High ability to work in a team
Easy adaptation to new work environments
High ability to relate to colleagues and create new partnerships
Constant willingness to keep learning

