

# Camila de Brito Silva

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## Education

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### SAN JOSE STATE UNIVERSITY

Bachelor's degree in Business Management - Information Systems

*Graduating Spring 2023*

### UC BERKELEY EXTENSION

Elective Course, Human Resources Management and Services

Employee Recruitment Selection and Placement

*January 2017- May 2017*

- Developed in-depth employee-selection interviewing skills
- Developed probing primary and secondary interview questions
- Developed a new-employee orientation program
- Gained skills to interview candidates using a mix of competency-related, open-ended, hypothetical, probing and close-ended questions
- Learned the employment function and the laws, rules and regulations that impact hiring and maintaining employees

## Skills

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- Fluent in English, Portuguese and conversational Spanish
- Strong attention to detail as well as strong written and oral communication skills
- High commitment in teamwork
- Microsoft Office, Excel, Outlook, PowerPoint
- Basic Python programming knowledge

## Work History

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### JP- Cursos de Idiomas – Yes English School

*English Teacher*

**São Paulo, Brazil**

*April 2014-October 2015*

- Instructed students of all ages in the areas of vocabulary, grammar, phonics, reading, script and art
- Improved instruction methods by using a variety of assessment tools and strategies
- Developed course plans to meet academic, intellectual and social needs of students, in accordance with school objectives and methodology
- Combined discipline plan with effective measures and various lesson plans to increase concentration, participation and progress student accountability
- Consistently recorded and reported on individual student progress throughout the school year

### Au pair Program

*AuPairCare Live in- Childcare*

**San Francisco, California**

*November 2015 - November 2017*

- Participated in a multicultural exchange program in order to broaden cultural diversity
- Lived with family for two years facilitating the care and growth of two young children
- Coordinated logistics and planning of daily routine and monthly activities and projects
- Assisted in children's fundamental development in learning, coping and hygiene skills

### Full time Childcare Giver and Household Manager

**San Francisco, California**

*January 2018 – August 2021*

- Developed high level of organizational skills
- Adapted to a routine of unplanned challenges and emergencies
- Worked as a team in order to achieve daily family goals and manage obligations

## Volunteering

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*Abrigo Municipal de Ribeirao Pires*

**São Paulo, Brazil**

*June 2015- October 2015*

- Foster Care Volunteering