

Camila de Brito Silva

2288 Almaden Rd • San Jose, CA 95125 • (415) 583 5541 • camila.debritosilva@sjsu.edu

Education

SAN JOSE STATE UNIVERSITY

In Progress

Bachelor's degree in Business Management - Information Systems

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

- 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
- Python programming (basic)

Work History

JP- Cursos de Idiomas – Yes English school

São Paulo, Brazil

English Teacher

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

San Francisco, California

AuPairCare Live in- Childcare

November 2015 - November 2017

- Participated in a multicultural exchange program in order to broaden cultural diversity.
- 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.

San Francisco,

California

January 2018 – August 2021

- Developed high organizational skills
- Adapted to a routine of unplanned challenges and emergencies
- Worked as a team in order to achieve family projects and manage and schedule appointments.

Volunteering

Abrigo Municipal de Ribeirao Pires

São Paulo, Brazil

- Foster Care Volunteering

June 2015- October 2015