Gonçalves Cabrera, Diva



Nationality: Argentina
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A proactive person who wants to attain experience in the fields of Education and Language Exchange and others such as technology, customer service, and administrative work. As an employee, I can adapt myself to any workplace easily; as an example, during the pandemic, I attained experience working remotely, a role that I feel very comfortable with. I am a fast learner, with attention to detail, and can put into practice any new work skill that I'd be required to for my personal realization and workforce growth.

EXPERIENCE

Vialto Partners, Buenos Aires City: Junior US Tax Specialist
12/2023-present
As a Trainee Tax Specialist, I am in charge of participating actively in the US tax return seasons according to the client's necessities.

Dot Group LLC, Buenos Aires City: bilingual administrative assistant/director of finance
03/2023 - 09/2023
As a bilingual administrative assistant, I would contact different sellers, banks, and suppliers via phone. I would also keep up with my boss' calendar, meetings, and personal inquiries.
As Director of Finance, I would contact bank personnel to arrange meetings according to the company's needs and handle the data necessary for these meetings.

Oakhill School Pilar, Buenos Aires province: *ESL primary substitute teacher (flexible shifts)*
07/2023-09/2023
I worked as a Substitute English teacher and coach whenever the school required me.

Southern Cross College, Buenos Aires province: *ESL primary teacher (afternoon shift)*

03/2023-10/2023

I was the head primary teacher in one of the first-form courses at a bilingual school, working as part of a team. We plan our classes annually and work with a weekly schedule according to the plan. I would get monthly feedback from my superiors and would also be observed on how I

SKILLS

Bilingual English-Spanish.

Flexible and easily adaptable

Teamwork skills

Appropriate logic-using qualities.

MacOS/Windows

Office pack

Adobe PS

Zoom-Meet-Teams

LANGUAGES

Spanish (native)

English (C1-C2)

handled my classes.

DominaInglés, (remote) Buenos Aires province: *ESL teacher*

01/2023-03/2023

I worked as an online English teacher, giving 1:1 classes for adults and kids. Every student could choose what the class (or pack of classes) could focus on such as business, IT & technology, personal work-related stuff, communication, and grammar.

English Actually, Buenos Aires province: *class moderator/academic teamwork/coach*

05/2021-02/2023

Besides being the link between students and native teachers of English before class starts, I also play many other roles including customer service: following new students' experiences, looking out for their service experience; class moderator: I listen during class to have a better and more global knowledge of each student's learning process; and finally as a coach: giving students follow up's when it comes to their learning process, having meetings with them to clear out grammar/phonetic/structural doubts, etc.

Freelance, Buenos Aires province: *private English Teacher*

2017-PRESENT

I coach students of all ages who may need support with their English learning (on-site or remotely)

IPTEI Médica, Buenos Aires City: *Administrative assistant*

2017-2018

I was an administrative assistant at a Doctor's office, recollecting patient's data with Office tools.

ACADEMIC BACKGROUND

San Andres Avelino, Buenos Aires province: *Primary School*

2001-2007

Instituto de Educación Integral de Munro, Buenos Aires province: *Secondary School/Bachelor's degree*

2008-2012 Bachelor's degree in Visual Arts.

IES en Lenguas Vivas JRF, Buenos Aires City: *Teacher's training course (tertiary degree)*

2019-2020 (paused)

2023-

University of Buenos Aires, Buenos Aires City: *Public Translator degree*
2023-

IH Buenos Aires, Buenos Aires city: *CELTA Course*
Jan 2024-Jun 2024