Gonçalves Cabrera, Diva



Nationality: Argentina
DOB: 07-12-1994
Gender: F
Civil Status: Single
CUIL/CUIT: 27-38625689-1

Juramento 1267, Villa Adelina,
San Isidro, GBA
(54) 1158074633
dgoncalvescabrera@gmail.com

I am a proactive, passionate learner, and highly skilled in various fields. With a solid professional career in Education and Language Exchange, I am now seeking more challenging positions in other areas where I can put my competencies to the test.

EXPERIENCE

Vialto Partners, Buenos Aires City: Global Mobility / US and Spain Tax Specialist
09/2023-present
As a Tax Specialist, I am part of a team in charge of analyzing different types of data to prepare Tax returns for inbound and outbound US residents and non-residents. For Spain, we also provide services for clients' tax declaration.

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 while being in attendance.

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 main classroom teacher for first grade. Working with phonics, projects, and a science syllabus. Weekly planning. Working in teams with the other first-grade teacher and the head.

SKILLS

Bilingual English-Spanish.

Flexible and easily adaptable

Teamwork skills

Appropriate logic-using qualities.

MacOS/Windows

MS Office

CCH Axccess

Adobe PS

Zoom-Meet-Teams

Google Workspace

LANGUAGES

Spanish (native)

English (C1-C2)

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-

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

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