

Taise Da Silva Candido
25 Eastwell House, Weston Street, London, SE1 4DH
Mobile: 07521626756 Email: taise_t@outlook.com

Personal Profile

A highly driven and motivated individual, who always strives to achieve the highest standards possible with any given task.

I possess excellent communication skills and have the ability and experience to relate to a wide range of people.

I am easy going by nature, and able to get along with work colleagues and managers, and I am currently looking to gain entry and start a challenging career with an ambitious and high profile company that offers a genuine opportunity for progression.

Personal Skills

- Strong organisational and time management skills
- Proactive and assertive
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands
- Qualified First Aider
- Flexible, open to ideas and willing to learn.
- Able to do repetitive tasks accurately
- Making sure that the business is in compliance with all relevant safety and health regulations
- Able to quickly build a rapport with clients.
- Maintaining security and implementing measures to reduce theft, loss and leakage.

Employment History

Secretary, Noronha Advogados Brazilian Law Firm, Knightsbridge

April 2017 - May 2017

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange conferences, meetings, and travel reservations for office personnel.
- Compose, type, and distribute routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- Order and dispense supplies.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

English Teacher, ISUL Language School, Brazil

March 2014 - February 2017

- Teach English to adults at all levels.

Receptionist, Fitness First, Fetter Lane

September 2012 – February 2014

- Ensure that the reception area is tidy and up to a high standard
- Conduct regular security checks throughout the day and report any security issues to line manager
- Deal with enquiries over the phone, face to face and via e-mail
- Provide Customer Services and satisfaction to clients
- Note and enter all reservations, cancellations and non-attendance in line with the company's policy
- Keep up to date and provide clients with information with regards to promotions to help the business boost up sales
- Liaise with management and head office
- Keep up to date with in-house training such as company's procedure, health and safety, and licensing laws
- Responsible for evacuation in cases of emergencies.

Waitress and Front House Trainer, Pizza Express

January 2007 – September 2012

- Ensuring that the standards of Pizza Express are been applied, training team members to high standards and encouraging team work.
- Engage and provide customer service
- Liaise with other Pizza Express Branches
- Arrange orders and deliveries of stock.
- Ensure high levels of customer satisfaction
- Work closely with management to install procedure/problem solving.

Education

Uniasselvi University, Brazil

2015 - on hold

Letras (Portuguese/English)

Islington College

2012

TBG Learning ESOL Learning Level 1 and 2

2007 - 2008

English ESOL Level Entry 2 and 3

Hobbies & Interest

I consider myself a keen traveller and enjoy seeing different places and exploring different cultures.

I love to read and even formed a book club with friends and discuss the books we have read.

References

References available on request.