

CAROLINA DAMICO

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PROFESSIONAL EXPERIENCE

Freelance

Photo Industry - New York, NY

November 2021 - June 2024

Worked as a freelance stylist, digital tech and photographer assistant in fashion and still life photoshoots for famous brands such as Advisory Board Crystals, BCBG, Benefit Cosmetics, and Matter Surfaces.

Childcare Provider/Teacher

Private clients - New York, NY

September 2019 - June 2024

Provided excellent childcare for private clients. Lectured Portuguese and English for non-native speakers, offered Art education programs and child development counseling.

Administrative Assistant

Moura Lacerda Library - Sao Paulo, Brasil

June 2018 - July 2019

Performed clerical activities, such as answering phones, check-in and check-out of reading material, updating library database, coordinating and scheduling library events, and book repairs.

Administrative Assistant

Venha Comigo Vestibulares - Sao Paulo, Brasil

January 2018 - March 2018

Supported college prep students with personalized counseling and classes, and contributed to various course curricula, and class sales via phone and e-mail.

Assistant Editor

Opinioes Magazine - Sao Paulo, Brasil

July 2017 - December 2017

Researched facts to maintain accuracy while collaborating with various departments to ensure smooth publication schedules, copywriting on InDesign and image adjustments on Photoshop.

English Teacher

Integrated Educational System - Sao Paulo, Brasil

February 2017 - June 2017

Taught English as a second language to students within the age range from 7 to 12 years old, developed lesson plans, monitored individual progress and prepared students for standard tests.

Copywriter

Smart Machine, Ltda. - Sao Paulo, Brasil

February 2016 - December 2016

Interned as a copywriter for the company's educational materials, worked daily on Photoshop and InDesign making the necessary adjustments to the courses, and was awarded with the honor to build the company's English course independently from scratch.

English Teacher

Culturativa School - Sao Paulo, Brasil

September 2015 - December 2015

Taught English as a second language to children within the age range from 2 to 10 years old, built lesson plans, monitored individual progress, built class reports, and applied tests.

EDUCATION

Bachelor of Arts in Linguistics - Portuguese and English

January 2015 - January 2019

Moura Lacerda University - Sao Paulo, Brasil

SKILLS

- communication
- problem-solving
- team work
- creativity
- adaptability
- critical thinking
- initiative
- positivity
- organization

CERTIFICATES

TOEFL - Test of English as a Foreign Language

TEFL - Teaching English as a Foreign Language - Level 3

LANGUAGES

- Portuguese - Native
- French - B1
- English - Fluent - C2
- Spanish - B1