

# Stephany Monteiro da Paixão



*Born and raised in Suriname with a mix of Brazilian and Indonesian background I was quickly introduced to a multicultural environment which I always appreciated. Working with different nationalities and being able to use my experienced skills to make a client or company satisfied has always been a very fulfilling feeling to me.*

## Education

2009 - 2012

High School  
Mulo I.P.J. Berkenveld School  
-Paramaribo, Suriname

2013 - 2016  
Completed

College  
E.E.E. Antônio Gomes Moreira Junior  
-Belém, Brasil

2021 - 2023  
Incomplete

University - BBA  
Janssen University of Applied Sciences  
-Paramaribo, Suriname

## Experience

02 . 2013 - 01 . 2016

Waitress / Cashier

Cafeteria Deus é Fiel  
-Belém, Brasil

Full time job in the restaurant, while studying for college, as a waitress. Taking orders and dealing with customers.  
Achievements: After one year, I was given chief responsibility for cashing up at the end of the shifts.

Reference:

Mr. Roberto Santos  
+559199245942

02 . 2016 - 07 . 2016

Sales Assistant

Mindshift Suriname  
-Belém, Brasil

Fulltime; I was responsible for maintaining contact with customers through phone and or via email, preparing quotations, taking care of the administration, receiving customers at the counter and referring them.

Reference:

Mr. Gulshan Alibux  
+5978842648

## Personal information

### Name

Stephany Monteiro da Paixão

### E-mail

stephelynekatimon@gmail.com

### Mobile number

+30 698 1968371

### Address

Tzavella 25  
10681 - Athens, Greece

### Date of birth

May 25th, 1995

### Nationalities

Brazilian

## Skills

Good communication -  
written and oral skills

Teamwork

Positive mindset

Helpful personality

Quick comprehension

Ability to cope with pressure

## Languages

Dutch - Native  
English - Fluent  
Brazilian Portuguese - Native

## Hobby's and interests

- Technology
- Camping
- Cat Sitting

## Personality

- Organized
- Positive Attitude
- Hard working

## Software Skills

Computer Skills - Expert

08 . 2016 - 02 . 2023

Administrative Assistant

Embassy of Brazil in Paramaribo  
-Paramaribo, Suriname

Fulltime; I am responsible for the official drivers, following up on matters related to the Embassy and Residence with the administration/accounting, assist my supervisor in the Hr recruitment process when hiring, internal administrative work, providing documents/translations, sending e-mails and performing external work at the request of the ambassador and also substitute the receptionis's absence. Responsible for the social media platforms and website and each morning translate the newspapers for the ambassador and diplomats.

Reference:

Mr. Maikel Jozefzoon or Ms. Luiza Quierós  
+597400200

05 . 2017 - 02 . 2023

Social Media Manager

Boutique Mon Amour  
-Paramaribo, Suriname

Part-time; I am responsible for being active of current technologies and trends on social media, designing graphic flyers for announcements or posts, making some deliveries and interacting with customers online on all the boutiques social media channels.

Reference:

Ms. Katheryn Tavares  
+5978924611

10. 2022 - 01 . 2023

Front desk agent

Queens Hotel  
-Paramaribo, Suriname

Part-time; I was responsible to help create a pleasant and memorable stay for the hotel guests. Checking guests in and out of their rooms, processing payments for the services offered, managing online and phone reservations and answering and forwarding phone calls.

Reference:

Ms. Ulita Michell  
+5977221075

02 . 2023 - present

Virtual Office Assistant  
**Teleperformance - Mercedes-Benz**  
**-Athens, Greece**

Full-time;

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Acknowledging and resolving customer payments or complaints.
- Communicating and coordinating with colleagues as necessary.
- Ensure customer satisfaction and provide professional customer support.

*Reference:*

Ms. Maaike Huisenaerts  
+32489574565

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## Career Objective

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**I am a responsible individual, looking to fill a position with your company. Eager to learn and ready to work hard to attain customer satisfaction through the utilization of my dynamic and warm personality and experienced protocols. Fluent in Dutch, Brazilian Portuguese and English. Also able to provide clear services in all these languages.**