Beatriz Pimentel

Instructional Designer/ Writer/ Translator EN-FR

Focused Instructional Designer aiming to leverage a skill for developing learning strategies to suit varied learning modalities. Eager to contribute value to the team through a proven history of effective employee training, professional development and implementation support.

Business Translator: I translate from Portuguese to English or French corporate documents, business letters, agreements, human resources documents.

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| |  |  | | --- | --- | |  | **Contact** |   Phone  5561999781563  E-mail  falcaopimentel@gmail.com   |  |  | | --- | --- | |  | **Skills** |  |  | | --- | | Learning strategies  Translation/Linguistics |  |  | | --- | | Organizational performance |  |  | | --- | | Course material creation |  |  | | --- | | Project organization |  |  | | --- | | MS Office |  |  | | --- | | Communications |  |  | | --- | | Problem resolution |  |  | | --- | | Business operations  Languages | |  | |  |  | | --- | --- | |  | **Work History** |  |  |  |  | | --- | --- | --- | | **2019-03 - Current** |  | Instructional Designer  Grupo NT, Brasilia, Distrito Federal (DF)   * Designed course materials and supported implementation. * Organized, scheduled and facilitated long courses based on need. * Developed assessments and user polls to evaluate course effectiveness, altering content and delivery to achieve student learning goals. * Planned and monitored implementation of technology-based learning programs. * Monitored social media and online sources for industry trends. * Maintained excellent attendance record, consistently arriving to work on time. |  |  |  |  | | --- | --- | --- | | **2015-05 - 2020-08** |  | Writer  Editora Sobrescrita, Brasilia, Distrito Federal (DF)   * First book entitled « Somos Blindadas » was published in October 2017. Second book will be published in April 2021 on Amazon Prime and named « Dive into the Unknown ». * Managed competing deadlines with efficiency. * Organized material to research and complete writing tasks. * Consulted with editors to shape story and eliminate any errors. * Marketed services through social media platforms and advertising services. * Evaluated project requirements and content standards for each project in order to produce copy in line with creative structure. |  |  |  |  | | --- | --- | --- | | **2019-04 - 2019-05** |  | Bilingual Interpreter  Cirque Du Soleil, oVo production   * Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another. * Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately. * Attended training programs to improve professional knowledge and interpretation skills. * Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases. * Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately. |  |  |  |  | | --- | --- | --- | | **2013-01 - 2013-07** |  | French Language Teacher  UnB Idiomas, Brasilia, Distrito Federal (DF)   * Consulted with teachers in French and French disciplines to identify and adopt successful instructional strategies. * Collaborated on and implemented innovative pedagogical initiatives that focused on student-first, hands-on and experiential learning to foster French instruction. * Facilitated learning of French language using variety of instructional methods, resources and technological tools. * Communicated with students in French to foster oral proficiency. * Sourced optimal curricula and developed lesson plans to fully cover target material for each course. * Employed diverse teaching approaches to help students of all abilities understand material. * Organized detailed list of resources to help students go beyond classroom environments and delve into topics of interest. * Immersed students in unfamiliar cultures by devising hands-on activities. * Expanded student understanding of texts by spearheading in-depth discussions and assigning exploratory essays to help students articulate knowledge. * Built cultural literacy by organizing lesson plans focused on French-speaking countries. * Created reading lists with materials to promote student comprehension of written French. |  |  |  | | --- | --- | |  | **Education** |  |  |  |  | | --- | --- | --- | | **2000-01 - 2003-12** |  | High School Diploma  Corfe Hills High School - Dorset - England  Colégio Sigma - Brasília |  |  |  |  | | --- | --- | --- | | **2007-08 - 2011-01** |  | Bachelor of Arts: French Literature  Université de Sherbrooke - *Québec* - Canada  Exchange program (2009) |  |  |  |  | | --- | --- | --- | | **2012-01 - 2014-07** |  | Master of Arts: French Language and Literature  Universidade de Brasília - UnB |  |  |  |  | | --- | --- | --- | | **2017-01 - 2018-12** |  | MBA: Public Affairs and Public Policy Analysis  Instituto de Gestão Economia e Políticas Públicas - Brasília |  |  |  |  | | --- | --- | --- | | **2006-01 - 2008-12** |  | Bachelor of Arts: Tourism and Travel Management  Instituto de Ensino Superior de Brasília - Brasília | |