

BBZ

BÁRBARA BOSIO ZEMEL

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Personal Statement

I'm an organized and energetic person who is enthusiastic about learning and developing new abilities. I strive to create a fresh and pleasant working environment that motivates my co-workers to achieve their goals boosting their performance. I'm a hard-working individual who is passionate about helping people and intend to maintain high standards with a friendly attitude.

Core skills

- Full UK driving license with Cat C entitlement – Class 1 (C+E)
- CPC card
- Digi tachograph card
- Customer facing experience
- Commitment to each individual task
- Willingness to learn
- Team player
- Friendliness
- Organization
- Dedication
- Responsibility
- Self-motivated

Work Experience:

Landscaping Business Owner: BABEX – Self employer / Sole Trader (*September 2024 - Present*)

Job consists in arranging meetings, scheduling and managing appointments, creating and keeping deadlines, managing people and instructing them, creating invoices, organizing files, developing spreadsheets, organizing and analyzing financial accounting information, tracking income and expenses by entering data using an accounting software, scanning and printing documents, planning and researching, managing office supply inventory, being responsible for business advertising, receiving and screening external communication including email, mail and phone calls.

Post person with Driving: Royal Mail Group Ltd (*3 months*)

Duties include managing deliveries and collections throughout a designated area by sorting letters and parcels adequately with great attention to detail and planning the best route to maximize your work in less time, following safety procedures while driving, having good people skills, being reliable as well as handling a fast-paced work environment and meeting deadlines.

Mobile Bank Driver & Personal Banker: Godalming, Surrey - UK - National Westminster Bank Plc. (*1 year 9 months*)

Tasks include driving a Mobile Banking Van (C1 entitlement) to specific destinations and time to serve customers apart from performing the usual branch duties such as managing customers bank accounts, monitoring financial transactions, resolving customers queries about products and services provided, fulfilling clients' requests, providing change,

performing payments, transfers and deposits issuing receipts, dealing with complaints, recommending financial products and services, performing routine administrative tasks and handling private information securely according to company's guidelines. The job consists of maintaining the vehicle in good condition to operate safely by daily performing a "walkaround check", keep track of all safety inspections dates, report any issues with the vehicle and scheduling maintenances and repairs as well as informing customers and management regarding any occurrences that may impact the services.

Personal Banker: Guildford, Surrey - UK - National Westminster Bank Plc. (1 year)

Job consists in receiving customers, helping them to fulfill their initial needs and helping them to thrive. Regular duties include managing customers bank accounts, monitoring financial transactions, resolving customers queries about products and services provided, fulfilling clients' requests, printing statements, providing change, performing payments, transfers and deposits issuing receipts, dealing with complaints, recommending financial products and services, referring clients to financial experts, performing routine administrative tasks and handling private information securely according to company's guidelines.

English teacher - Self Employer (1 year)

The aim of a dedicated English Teacher is to enhance student performance through creative teaching methodologies. This job consists of analyzing student behavior and interests to adjust teaching strategies that will suit them. Students have different degrees of ability and getting to know each of them allows me to create personalized material that will engage and encourage them to thrive.

By detailed reading and listening to students' assignments and exercises a good teacher aims to spot any inconsistencies and rectify them.

Skilled Barista, Woking - Surrey - UK - Costa Limited. (1 year 10 months)

The duties included were preparing coffee and cold drinks, packing sweets, sandwiches and cakes for in-store and take away consumption, providing good customer service, maintaining premises clean following health and safety guides, organizing the stockroom and basement allocating products in a way that facilitates the in-stock visualization and speeds up the items replacement time and restocking items following FIFO (First In, First Out) method of stock rotation.

Private Health Insurance Personal Assistant, ES - BRAZIL - SOMA (Aracruz Medical Society) and SOMEPS (Medical Society Providing Services) (2 years)

Work consisted of filling out medical paperwork, sorting out documentation, picking/delivering documents and dealing with incoming email and post as well as double checking the paperwork, identifying and correcting mistakes. I conducted the storage of documents and paperwork keeping track on the appropriate time and method of disposal maintaining confidential information safe. Furthermore, I assisted with the company's accounting, assuring the proper payment of taxes, verifying the payments made, redirecting the money to partners and emitting receipts to the services provided.

Education

Universidade Vila Velha

International Relations - graduation (Bachelor's Degree)

Universidade Vila Velha

Logistics and International Trade - post graduation (Master of Business Administration)

Languages

English – C1 (Advanced Level)

Brazilian Portuguese – C2 (Fluency)

Spanish – B2 (Upper-Intermediate Level)

References

References are available on request.