

Roberta Manetta

Allentown, PA 18078

(407) 802-6389

robertamanetta1@gmail.com

EDUCATION

Cedar Crest College, Allentown, PA
Bachelor of Science in Nursing

Expected Graduation 2021

MAJOR ACHIEVEMENTS

Certificate of conclusion in Administration Technician course
School of Sebrae of Management Training, Belo Horizonte, Brazil

WORK HISTORY

For Comunicação Visual
Belo Horizonte, Brazil

05/2012-09/2014

- Answered phone calls from perspective customers and clients about products
- Supported costumers through pricing quotes, filing information
- Prepared documents and scheduled appointments for the CEO and sales representatives
- Organized meetings for the CEO based on openings in calendar
- Performed bookkeeping tasks including events, meetings of CEO
- Managed smaller sales reports from important customers

Mega Model Minas Gerais
Belo Horizonte, Brazil

02/2012-08/2014

- Created display clothing and merchandise in print and online advertisements
- Promoted products and services in television commercials for Minas Trend
- Modeled clothing designs for runaway fashion shows, accessories, handbags, shoes, jewelry, and beauty products
- Worked closely with photographers, hair and clothing stylets, makeup artists, and clients to produce desirable look
- Created and maintained a portfolio of current and previous modeling work

ADDITIONAL SKILLS

Experienced in social media marketing platforms: Twitter, Google+, Facebook, LinkedIn, Instagram, Pinterest

VOLUNTEER

For Comunicação Visual
Belo Horizonte, Brazil.

06/2011- 09/2011

- Responsible in helping the administrative assistant of the company, answering phone calls, organizing files, and scheduling appointments

LANGUAGES

Native Portuguese
Fluent in English
Fluent in Spanish

COMPUTER LITERACY

Windows 8.1/10
Microsoft Office 2010(Word, Excel, Outlook, and PowerPoint)