



Working in the UK

Currículo - CV



Main differences:

- No picture
- No address
- No personal information (DoB)
- Focused on skills
- Focused in results



Strong Verbs for your CV:

- Composed
- Delegated
- Participated
- Conveyed
- Executed
- Supported
- Defined
- Facilitated
- Contributed
- Explained
- Collaborated
- Cooperated
- Informed
- Contributed
- Organised
- Mediated
- Cooperated
- Participated
- Negotiated
- Organised
- Supported
- Cultivated

Thaís Altgott

Solteira, sem filhos, 25 anos, residindo:

Rua Simon Bolívar nº 165, Valparaíso

Contatos:

(21) 8838-6361

(24) 2243-3779

E-mail: thaisaltgott@bol.com.br

Experiência Profissional:

Concierge - Hotel InterContinental Rio (Junho 2007).

Guest Relations (Relações Públicas com o Hóspede) – Hotel InterContinental Rio
(Junho 2006)

Arquivo Financeiro – WSS Auditoria, Contabilidade e Consultoria S/C Ltda.
(Outubro 2005 – Março 2006)

- Arquivamento de documentos e atendimento ao cliente, organização dos gastos da empresa.

Assistente Comercial - CeD Sistemas, Consultoria e Desenvolvimento.
(Maio 2004 – Outubro 2005)

- Atendimento ao cliente, Cadastro e cobrança, Suporte ao cliente.

Formação Acadêmica:

Tecnóloga em Turismo e Hotelaria - Universidade Estácio de Sá (2º semestre 2005)

Curriculum Vitae

Personal Information

Surname - Name

Phone number

Address

LinkedIn Profile

Nationality

Thais Altgott

thaisaltgott@hotmail.com

<https://www.linkedin.com/in/thais-altgott-a173a0bb>

German / Brazilian



Competences & Skills

- Office Management, including payroll, holidays, supplier relationship
- Team management, such as hosts' hiring, training and developing/mentoring/coaching
- Diary management for the office, meeting space and guest room inventories
- Ability to work under pressure
- Well-developed presentation and organizational skills
- Smart, confident, responsible and flexible
- Highly skilled in multi-tasking and prioritizing
- Strong knowledge of P&L reports, SOPs implementation and H&S compliance
- Implementation of several systems and platforms
- Responsible for leading the events and groups team, customer budgets, forecasting maximize revenue and meet customer needs
- Participation in additional property Projects (Carluccio's Integration & Business Position pull through for the new event space refurbishment)
- Strong problem-solving skills; encourages new innovative solutions when appropriate
- Project Management
- Task Force Participation

Languages

Portuguese - Native Language

English - Fluent

Spanish - Advanced

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Education

MBA – Business and Entrepreneurialism - Focus on People Management
Unigran London
February 2021

THAIS ALTGOTT

UNIQUE PEOPLE CONSULT CEO & FOUNDER

SUMMARY

My previous experiences enabled me to determine that a good team is much more than a group that works together. To lead is to be beyond the needs of superiors and colleagues. Integration into the company's business is vital. Good service is a balance in dealing with the team of collaborators, with superiors and especially with customers. I have spent most of my career in the hospitality business – the people business – always developing people and pushing them to do better. With the pandemic I was made redundant, however this showed me an opportunity to reinvent myself. I have an MBA degree in Business and Entrepreneurialism focused on People Management, currently doing another qualification in Human Resources (CIPD 2 & 5), so I can further my services in the future. All these points converged into the creation of Unique People Consult, where I aim to assist people to reinsert themselves into the work environment – offering curriculum vitae reviews and production, interview training and guidance, among other services. My focus is people, and how to improve their lives regarding their careers, inside and out of a company.

PROFESSIONAL EXPERIENCE

MARKETING & EXECUTIVE ASSISTANT - LONDON MARRIOTT REGENTS PARK HOTEL
May 2019 – August 2020

- Management of General Manager and the Executive Committee diary
- Organizing Health & Safety and all other hotel's meetings, participating in different projects within the departments
- Managing the office budget, logistics, along with mailing contrast & costs
- Maintaining the recognition program within the company, charity events and exchanges
- Building Marketing activations, collateral, presentations, managing Social media pages & hotel's website

CONTACT

INFO@UNIQUEPEOPLECONSULT.COM

07460831475

www.uniquepeopleconsult.com

SKILLS

Office Management
Team management - hiring/training/developing/mentoring/coaching
Ability to work under pressure
Presentation & organizational skills
Smart, confident, responsible and flexible
Highly skilled in multi-tasking and prioritizing

Administrative Assistant Resume

CONTACT INFORMATION

Ms Thais Altgott
Ft4, Blablalard
London, W6 0DT
United Kingdom
+44 7555555555
blblblb@hotmail.com

OBJECTIVE / CAREER

Obtain a position as a Office Administrator to develop my experience and skills in this field and utilize those in a renowned organization.

CAREER HIGHLIGHTS / QUALIFICATION

Able to relate well to the public, very personable and flexible, resourceful, dependable, well-organized, friendly effectively with multiple supervisors. Capable and practical knowledgeable with clerical tasks and time management publishing, and database management.

- More than 10 years experience in an office environment
- Have excellent organization and management skills.
- Capable to handle and manage multiple tasks even busy
- Proven track record in customer service like managing communicating dependable information to customers
- Capable to handle and resolve any problems arrive.
- Excellent knowledge in administrative, written and verbal
- Capable to develop good relationship with customers.

EXPERIENCE

Blablalba Ltd London
W2,
2006 - Up to date

Office Manager - Executive Assistant

- Managed the tasks of providing executive level administrative support
- Responsible for performing administrative tasks like collecting and analyzing
- Responsible for Prepare management reports and maintained proper
- Maintaining good relationship with the company staffs.
- In the charge of answering phone calls and responsible for arranging and attending meetings with executive officers.
- Responsible for prepare daily reports and update to the manager.
- Responsible for prepare modern strategies and plans to achieve the target as well as the goals of the organization.

Blablalba Ltd London
W10 -
July2008November2009

Office manager

- Answering telephones and intercoms, taking messages, responding to inquiries, giving directions to call center, providing comprehensive secretarial and clerical support to center staff and management.
- Assist with bookkeeping, payroll, A/R and A/P processing.
- Greet visitors, conduct tours as needed, provided basic information to visitors.

EDUCATION

- 1997 – 1998-Nutrition BA Course, (Foundation) UFRJ – Federal University of Rio de Janeiro, Brazil
- 2002-2009-English ESOL / Pronunciation / C.A.E. - Westminster Adult Education Services - London
- 2010 - Self Employer and small company administration - HMRC - London
- 2011- Healthy and Safety training - Tam Airlines – London
- *2013 – Human Resources Management – Estacio de Sa University – Rio de Janeiro - Brazil

KEY SKILLS

- Proficiency with internet and email skills
- Experience in MS Office applications and good presentation skills
- Languages : Portuguese, Spanish , English
- Organizational Excellence
- Interpersonal Communication
- Team building and Supervising
- Analytical Thinking
- Team Collaboration
- Attention to Detail

05 years clear Basic Disclosure Scotland checked by Scotland Yard ,issued by BAA on 09.01.2011 / 10.06.2017

In possession of a UK Indefinite leave to remain and in process of UK citizenship

REFERENCE

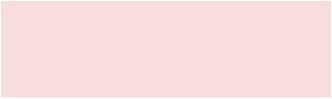
Will be provided on request

Transferrable
Skills

—

Habilidades
Transferíveis

—

- 
- Problem Solving
 - Critical Thinking
 - Flexibility
 - Communication
 - Teamwork
 - Emotional Intelligence
 - Creativity
 - Organization
 - Time management
 - Adaptability
-

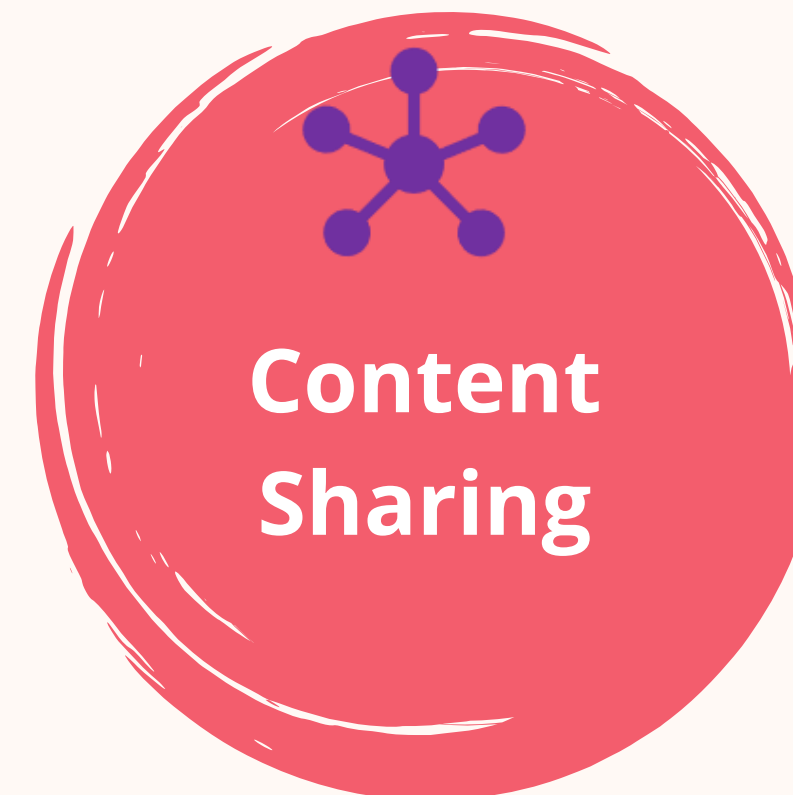


LinkedIn

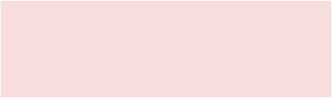


Important points:

- Clear picture
- Banner
- Personal resume
- Skill list (50)
- Recommendations & Connexions



Vagas de Emprego
Job Vacancies

- 
- Always done online - websites
 - Research the area and the positions
 - Tests
 - Online & Virtual interviews
 - Read and interpret the vacancy
 - Research the company, values, mission and competitors
-



Entrevistas

—

Interviews



O modelo STAR / STAR Method

Situação / Situation

Tarefa / Task

Ação / Action

Resultado / Results

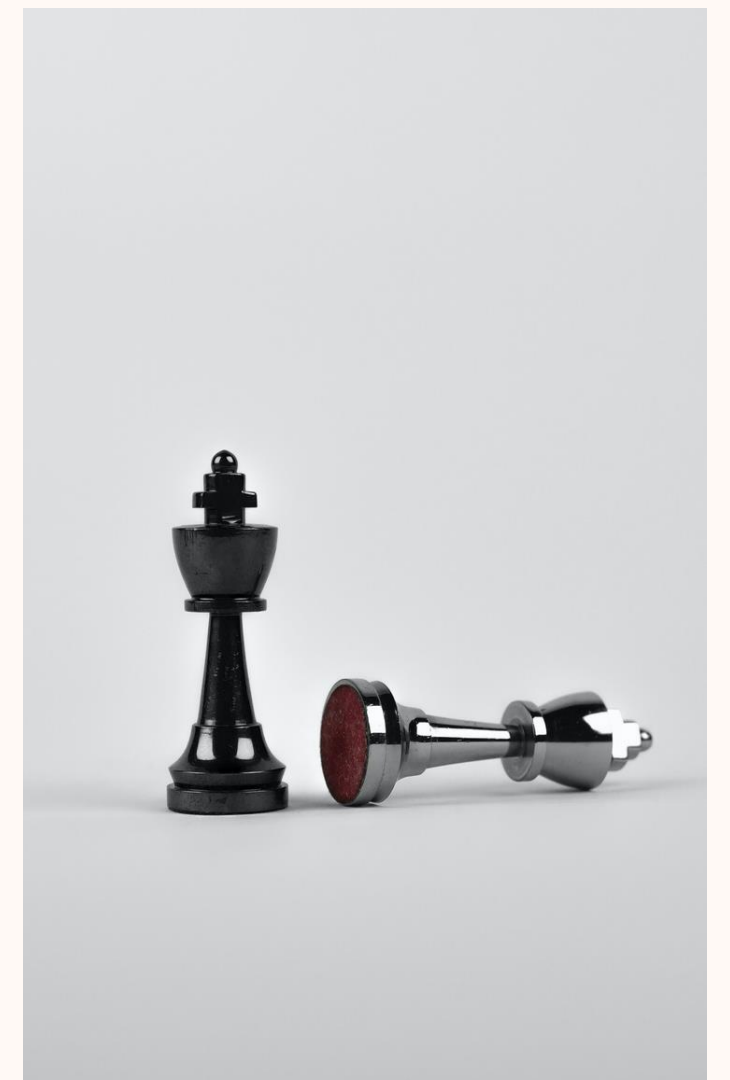




“Why Hire You?”



- **VOCÊ** pode fazer o trabalho e entregar resultados excepcionais;
- **VOCÊ** vai se encaixar lindamente e ser um ótimo complemento para a equipe;
- **VOCÊ** possui uma combinação de habilidades e experiência que fazem você se destacar;
- Contratar **VOCÊ** fará com que ele pareça inteligente e facilitará sua vida;



What you shouldn't say in interviews:

“I Didn't Get Along With My Boss”

“I'm Really Nervous”

“So, Tell Me What You Do Around Here”

“I'll Do Whatever”

“I Know I Don't Have Much Experience, But...”

“Perfectionism Is My Greatest Weakness”

Kinda / Hate / Perfectionist / Intelligent / Multi-
Tasking / Basically / Fired / Any Curse Word

Questions to ask to your interviewer:

Where do you think the company is headed in the next five years?

Can you describe the working culture of the organisation?

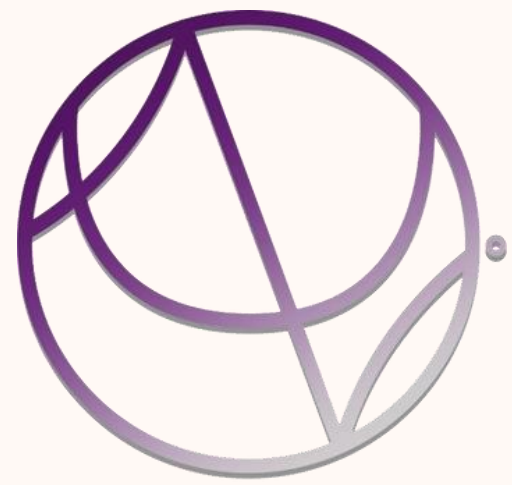
What do you enjoy about your job?

What are the most immediate projects that need to be addressed?

What are the biggest challenges that someone in this position would face?

What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?

What metrics or goals will my performance be evaluated against?



Unique

Thank you very much!

Thais Altgott

Unique People Consult

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