

Rafaella Nascimento Silva

Alegre, ES – Brazil

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PROFESSIONAL SUMMARY

Professional with experience in administrative, operational, and logistics roles, contributing to process organization, routine management, efficient communication, and strategic support. Proven ability to work in dynamic environments, coordinating schedules, managing workflows, and supporting teams to meet deadlines and operational goals. Organized, proactive, and adaptable, with a strong sense of responsibility.

EDUCATION

Bachelor's Degree in Chemistry (Teaching Degree) – Federal University of Espírito Santo (UFES)
(In progress)

PROFESSIONAL EXPERIENCE**Sofisticali Women's Fashion** – Co-Owner (Aug 2020 – Jul 2024)

- Managed administrative and operational activities of the business.
- Oversaw merchandise logistics and supplier control.
- Worked directly with sales and customer service.
- Maintained organization of both physical and online stores.

RN Quatro LTDA – Freelance Administrative Assistant (Dec 2023 – Jul 2024)

- Supported daily administrative routines.
- Organized documents and provided operational support.
- Assisted with general company demands.

Dubbing Brazil – Freelance Recording Logistics Management (Sep 2025 – Dec 2025)

- Managed schedules for voice actors and technical staff.
- Planned and monitored recording timelines.
- Liaison between technical and artistic teams.

The Kitchen Brazil – Freelance Recording Logistics Management (Sep 2025 – Dec 2025)

- Coordinated recording schedules and timelines.
- Ensured workflow efficiency and team alignment.

Comercial Dona Jesus – Freelance Administrative and Operational Assistant (Sep 2025 – Present)

- Cash register operation and basic financial control.
- Product organization and administrative support.

SKILLS

Microsoft Office • Process Management • Communication • Business Management • Translation • Problem-solving

LANGUAGES

Portuguese (Native) • English (Advanced) • Spanish (Learning) • Libras (Basic) • Polish (Learning)