

Edel Pontes

Somerville, United States

www.zapoint.com/zap/edel

Personal Summary

- Civil Engineer with expertise in the training and education industry.
- Extensive experience in motivating and influencing individuals, designing dynamic work environment, and facilitating cross-cultural teams.
- A leader with entrepreneurial spirit, communication, people and problem solving skills.

Experience

| | |
|-----------|---------------------|
| Working | 19 years, 9 months |
| Education | 10 years, 10 months |

Top 10 Skills

SYSTEM, communications, PAJUCARA TURISMO, International Group Coordinator, customer relations, leadership, Management, research, strategy, analytical

Professional

VP Operations

Zapoint, Inc., Operations (Cambridge, United States)
January 2009 - Now (Full time)

Business Development

Zapoint, Business Development (Brookline, Massachusetts, United States)
October 2008 - December 2008 (Part time)

- Business Development
- University Program
- Succeed America
- Networking websites

Summer Associate Consultant

IBM, (Boston, Massachusetts, United States)
June 2008 - August 2008 (Full time)

- Developed a business plan, centered around health education for people with disabilities in India
 - Certificate of Excellence for Best Business Plan and outstanding performance
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Franchisee Director

SYSTEM, Business (Arapiraca, Brazil)
December 2005 - July 2007 (Full time)

Developed strategic business plan, increasing number of customers by 37% in the first year, Recruited, trained, and motivated teachers, coordinators, and assistants to develop a better work place and a high-performance team

Associate Director

SYSTEM, Executive (Maceio, Brazil)
February 2003 - July 2007 (Full time)

Increased number of licensed schools in Brazil from zero to 30; Increased number of students from 300 to 12,000 in 3 years; Coach all managers; New business development; Manage franchised and licensed schools in Brazil;

Professor

FACULDADE ALAGOANA DE ADMINISTRACAO, (Maceio, Brazil)

February 2002 - December 2005 (Full time)

Professor of Statistics and Calculus

Material Writer

SYSTEMIC Publisher, (Maceio, Brazil)

February 2002 - June 2007 (Project)

Developed material for specific methodology to teach English to 3-12 year old children in Brazil

Edited material for children and adults

Coached writers

Professor

FUNDACAO EDUCACIONAL JAYME DE ALTAVILA, (Maceio, Brazil)

February 2001 - July 2007 (Full time)

College classes, lectures, research

Human Resources Manager

SYSTEM, Management (Maceio, Brazil)

January 2000 - July 2002 (Full time)

Quality Improvement Coordinator

SYSTEM, Management (Maceio, Brazil)

July 1998 - December 1999 (Full time)

develop manuals, audit schools

International Group Coordinator

PAJUCARA TURISMO, (Maceio, Brazil)

June 1996 - July 2007 (Part time)

develop teams to international trips, train employees;

develop business in the notheast of Brazil to be lauched in

2009

International Group Leader

PAJUCARA TURISMO, (Maceio, Brazil)

June 1995 - June 1996 (Part time)

Branch Manager

SYSTEM, (Maceio, Brazil)

January 1995 - July 1997 (Full time)

Managed team, getting prize for mentoring team in the organization, Trained and coached teachers, Designed

plan to develop students in upper levels to become

teachers

Language Teacher

SYSTEM, (Maceio, Brazil)

July 1991 - July 1997 (Full time)

Teach English and Spanish

Educational

MBA Exchange

Hult International Business School, (Shanghai, China)
May 2008 - June 2008

Leadership in the Global Village
Doing Business in China
Developed ability to speak another foreign language,
Mandarin
Increased international network and ability to negotiate in
China
Developed a new business model to be implemented in
Brazil in the near future, using raw material from China

Master of Business Administration

Hult International Business School, (Cambridge, Massachusetts, United
States)
September 2007 - August 2008

First place on the final business plan project of innovation

Executive Development Program

FDC - Fundacao Dom Cabral, (Maceio, Brazil)
February 2005 - December 2005

Developed strategic business plan for the company to
spread out in Brazil

Practitioner in Neurolinguistics

Instituto Crescer Shinyashiki, (Maceio, Brazil)
March 2002 - June 2002

Graduate Degree in Psychopedagogy

FUNDACAO EDUCACIONAL JAYME DE ALTAVILA, (Maceio, Brazil)
October 2001 - September 2003

Developed neuroscience research about human brain.

Executive MBA

Escola Superior de Administracao Marketing e Comunicacao, (Maceio,
Brazil)
October 2000 - July 2002

International Experience, summer course at National
American University

Certificate in Human Resources Administration

Centro de Lideranca, (Maceio, Brazil)
September 1999 - April 2000

Bachelor of Engineering

Universidade Federal de Alagoas, (Maceio, Brazil)
August 1991 - October 1996

Part of a 12-best students team that developed researches
in Engineering.

Personal

Alumni Fellowship Student

September 2007 - August 2008

Updated alumni data base, suggesting some improvements and implementation

Member of NSHMBA

September 2007 - Now

LIONS CLUB INTERNATIONAL

October 2006 - Now

Teacher Training Course

February 1999 - June 1999

Communication in Business Course

January 1998 - June 1998

Theory and Practice of Language Teaching

August 1997 - May 1998

PET - Training Program

March 1992 - January 1994

Considered top 12 students of Engineering, deveoped other students, by training and monitoring

BRAZILIAN OLYMPIAD OF MATHEMATICS TRAINER

October 1991 - December 1993

Trained students from Public schols to achieve medals
Won State of Alagoas Gold Medal in 1987

Leo Club International

September 1991 - June 1997

Founder of Leo Club Pajucara - Brazil

International Exchange Student

March 1991 - June 1991

Reached the highest level of fluency in English