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PARENTS Manoel Marques Macedo
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BIRTHDAY DATE November 20

MARITAL STATUS Married

GRADUATION **BUSINESS ADMINISTRATION** - Faculdades de Ciências Administrativas, Econômicas e Contábeis Oswaldo Cruz – São Paulo-SP. (Graduated in 1979).

Standing out Subjects – M & O, Administration, Sociology, Psychology Applied to Administration and Human Resources.

HONORS: • Invited to be the Professor's Assistant in Sociology Applied to Administration (1978).

• Pointed out by the Teaching Board as one of the best students in the Administration Course.

• Always chosen by his classmates to be the group leader whenever doing group work.

FACULDADE CATÓLICA DO SALVADOR - (Vestibular in 1974) – Area 2.

EXTRA CURRICULUM COURSES

• **Advanced Course in English** - France's King School - LONDON (October 1980 to June 1981) - 30 hours per week.

Pointed out by the Teachers as one of their best students at that school in 1981.

• **Real Psychology** - Studies accomplished with students of the P.D.Ouspensky's School – London (1981).

• **Lecture about International Communication** - LONDON - Two days (1981).

- **French Course** - 20 hours per week - PARIS – September to November 1981.
- 100 hours (Two Terms) EBC- SALVADOR – BA – BRAZIL -1999.
- **Spanish - Basic Course** – One School Term (54 hours) – CCAA - Salvador – Ba.- Brazil - 1991.

PROFISSIONAL EXPERIENCE

I- PRESENT ACTIVITY

Founder Partner and Teacher – EBC- ENGLISH BY CARLÃO- Founded in January 1997. Home Page: <http://www.ebcarlao.com/blog>

II – PREVIOUS EXPERIENCES

- **ENGLISH FOR YOU** - (December 1995 to February 1997) – English Teacher - All Levels - Salvador-Ba. - Brazil
- **PRIVATE CLASSES** - May to December 1995. –Salvador-Ba. - Brazil.
- **COLÉGIO SISTEMA** - English Teacher- 3rd year – Pré-Vestibular Groups (March to May 1995 when School closed their doors. –Salvador – Ba. - Brazil .
- **HEALTH GLO** – Natural Cosmetics with jojoba **and Aloe Vera** basis- Sales Coordinator-.started in mid August 1987. Was sales champion in the whole State of Bahia during the following four months. Due to internal Administrative problems, the Company ceased operating in Salvador.
- **C.C.A.A.** - English Teacher – All Levels (RG. 01 to Ad. 13). - March 1987 to August 1994. Salvador – Ba. – Brazil.
- GENERAL ELECTRIC DO BRASIL S/A (SISTEMAS MÉDICOS)** – Salvador – Ba. – Brazil - March 01, 1989 to December 20, 1990. – Chosen among many interviewed teachers to prepare their Engineers, Technicians and Administrative Staff to reach the level of comprehension in English up to 90% in the four Skills (Listening, Speaking, Reading and Writing). So that they could be sent to their Training Centre in Ohio- U.S.A to attend to 15 to 30 Day- high- Standard- Technical Courses in their fields.

In that meantime also helped them select new candidates, as English became a priority for the Company.
- **E.E.C.** - THE EXECUTIVE ENGLISH COURSE (**May** 1986 to March 1987) Founder Partner and Teacher – Salvador – Ba. – Brazil.

- **GEONORDESTE** (Vitória da Conquista - Ba) – October 1985 to March 1986 – Administrative and Financial manager – Hired to implement and organize the Administrative and Financial system of the Company.

- **ÓTICAS TEIXEIRA** - (April to September 1985)

Hired as Sales supervisor.

As it was a complete New Working Area, there should be a Three-Month-Training Course. However, in fifteen days time was able to assume position. With the following attributions:

- Give Administrative support to the Administrative and Directing Board of the Company.
- Supervise, orientate and stimulate the shop managers and their sales people.
- Motivate sales.
- Solve problems and make decisions.
- Supervise personnel and shop presentation. Public attending service, posture, integration, performance and technical knowledge about the products by the Shop Managers and Sales People.
- Supervise Shop windows, stock; keeping conditions, disposition, volume and adequacy to the shop face to public demand and general safety.
- Analyse clients' files.
- Check Book –Account, sales and internal and external documents issued and received by the shops.

Thirty days after being hired, gave a Three-Day-Course entitled “Psychology Applied To Sales” to all Shop managers.

- **SARAIVA LTDA - CONSTRUÇÃO DE OBRAS PÚBLICAS E CIVIL**, Portugal (October 1984 to February 1985) - Administrative Manager.

- **ASTOR HOSTEL PORTUGAL VILLAGE** - Algarve – Portugal. (July to September 1994) Catering Assistant .The Company Operated only in the European summer.

- **C.C.A A**, Salvador – Ba. Brazil (June 1982 to July 1984) - Assistant Director of the Teaching Department and teacher.

- **As a teacher** gave classes to upper levels.

- **As Assistant Director of the T.D** was responsible for the didactic-pedagogic area. Interviewed, selected, trained and retrained teachers. Gave several refresher courses in the Audio-Visual techniques to all teachers.

Researched, selected and elaborated didactic material for conversational classes to fit all levels.

Elaborated and organized parties to celebrate the end of the school year.

Developed Administrative changes and elaborated new procedures to select and promote teachers.

- **C.C.A.A.** - Mogi das Cruzes – SP - Brazil (March to June 1982) – Teacher in the Mogi branch and Pedagogic Orientator for all School, users of the method in the region.

- **ASTOR HOSTEL** - Bar Manager - 76 CALE St. - Chelsea - LONDRES (December 1981 to February 1982).

Ran a Bar and Disco. Responsible for the financial and administrative duties.
Elaborated and organized several parties.
Participated in 20% of the profits

- **ASTOR HOSTEL** – Catering – Ran the restaurant and Snack bar on 20% -profit-sharing basis (May 1980 to August 1982).

In charge of the administrative and financial duties, staff and all buyings.

- **C. C. A. A**

- (**January 1978 to March 1980**) Teacher and Administrative manager in the Grande ABC and Mogi das Cruzes - SP.

Responsible for the good work of the six branches in all aspects in the region. Also participated actively in the Marketing Department by visiting, giving demonstrations and implanting the method in schools and companies in the region.

- (**January 1976 to December 1977**) Teacher, branch director and Marketing coordinator in the central area of São Paulo.

- **As a teacher** gave classes to beginning and intermediate levels.
- **As the Higienópolis, branch director** was responsible for it, administratively and financially.
- Incremented administrative innovations.
- Organized beginning and refresher courses for all schools that used the method in that area.

- **Public Relations** – In all the Big São Paulo (March to December 1975) Visited Schools and companies, giving demonstrations of the method and didactic materials. Implanted the method in many of the visited places and developed a new visiting scheme, bringing up the number of students in the branches to three times more in the second term of year.

- **BANCO ECONÔMICO** – BEI - Salvador - Auxiliar de Escritório (May 22 to June 1974).

- **CICLO-CIA. BRASILEIRA DE SERVIÇOS FIDUCIÁRIOS** - Sales Promoter and Credit Authorizer (January 1973 to February 1974).

Authorized credit and promoted Sales. Responsible for the daily Bordereaux. Got a few promotions in that time for personal performance.

III - SPORTS

- Likes almost all types of sports.
- Participated with success in some sports tournaments.
- Was considered in 1977, by most Masters, including the Grand Master, Sang Min Cho as the most technical Tae-Kwon-Do Black Belt in the whole state of São Paulo.
- Gave several public demonstrations with the Grand master Sang Min Cho in the Big São Paulo, including the police headquarters.

IV - TRAVELS

- Visited some European cities during the time he lived in the UK.

Carlos Wilson Marques.