

GABRIELA CILDA CHAUL CRUZ

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QMSW 05, Lt. 2, Bl. C, Nº 208, 70.680-507, Brasília-DF

PROFESSIONAL EXPERIENCE

Elementary School Reinforcement and Paradidactic Classes | Enlace - Mais Arte | June, 2019 - current.

enlace.org.br | Reference: Livia, Coordinator (+55 61 99628-7091)

Voluntary work for children (7-14 years). Mais Arte is a project conducted by Enlace that helps young girls education through a series of activities to help them discover and develop a wide range of important skills (read and write; literature clubs; craft work; performing arts; environment education; and more).

Content Management | Gabriela Cruz Consultancy Services | January, 2019 - current.

Personal website and blog | www.gabrielacruz.com.br

Academic consultancy, content production and translation, corporate social media management, literature reviews and editorial services. Solid experience in academic content management.

Advisor | Distrito Federal's Audit Court - TCDF | November, 2014 – current.

Brasília-DF. Manager: Mr. José Valfrido, Secretary (valfrido@tc.df.gov.br | +55 61 3314-2290).

Advisor to the Secretary for Plenary Sessions. Activities: customer service (respond to general enquiries from lawyers, citizens and organizations); management of official documents (drafting minutes of plenary sessions, subpoenas and other governmental official correspondence; review of court documents); dossier flow control (monitor, index and archive documents); management of the Secretary's agenda (schedule meetings; prepare briefings notes); database management (maintain name, address and telephone from interested interlocutors updated).

International Business Assistant | Brazilian Trade and Investment Promotion Agency – Apex Brasil | September, 2013 – November, 2014.

Brasília-DF. Manager: Mr. Vinícius Estrela, Manager (vinicius.estrela@apexbrasil.com.br | +55 61 3426-0202).

Organization of Brazil's pavilion at the Expo Milan 2015. Activities: develop guidelines for planned exhibitions (conduct research about the event's theme; support the definition of strategic actions and initiatives); management of supplier contracts (ensure contracted commitments were completely fulfilled); agenda planning for the Manager (scheduling meetings, prepare briefings notes, and draft minutes of meetings); customer service (answer to requests from suppliers, partners and people interested in taking part in the event); project status control (keep track of deadlines and budget allocation).

Intern | Brazil, Russia, India, China, and South Africa Arbitration Chamber (BRICS-Ped) | June, 2013 – September, 2013.

Brasília-DF. Manager: Juliana Arruda, Events Manager (linkmarketingeventos@gmail.com | +55 61 98175-3092).

Assist at the Executive Office. Activities: update the organization's website, translate documents, help planning events, build relationships with relevant partners and supporters, draft monthly reports about the institution's activities.

Intern | Brazilian Ministry of Foreign Affairs - MRE | August, 2012 – June, 2013.

Brasília-DF. Manager: Ms. Janaína Miotto, Officer (janaina.miotto@itamaraty.gov.br | +55 61 2030-9736).

Intern at the Africa's Department (DEAF). Activities: organize daily news clippings about African politics and economy, conduct research on economic and political data about the Africa-Brazil relationship, and provide general administrative assistance to diplomats and officers.

Intern | Coordination of Superior Level Staff Improvement - CAPES | October, 2011 – June, 2012.

Brasília-DF. Manager: Ms. Vânia Escobar, Administrative Assistant (vania.escobar@capes.gov.br | +55 61 2022-6669).

Intern at the Intern at the International Cooperation Office. Activities: monitor scholarships dossiers, prepare mailing documents (issue, receive and maintain protocol control), and administrative assistance.

EDUCATION

System Analysis and Development | Faculdade Estácio EaD (08/2019 - 12/2021)

M.A. in Development, Society and International Cooperation | Brasília's Federal University - UnB (01/2018 – 08/2019).

Specialization, Public Management | AVM College Association (06/2015 – 07/2016).

Specialization, International Relations | Faculdade Damásio (01/2015 – 10/2016).

B.A., International Relations | Brasília's University Center - UniCEUB (01/2011 – 12/2014).

SKILLS

Languages

Brazilian Portuguese, native.

English, fluent.

French, advanced.

Spanish, intermediate.

Information Technology Skills

Introduction to Python. São Paulo's Federal University (USP), 2017. Prof. Fábio Kon. Powered by Coursera.

Office Package Workshop. Ibmecc, 2011.

Certificates

Intermediate Spanish. UnB Idiomas. Brasília, Brazil. 2016.

Political Science. São Paulo's University (USP), 2014. Prof. Clóvis Barros Filho. Powered by Veduca.

Configuring the world: a critical political economy approach. Universiteit Leiden, 2014. Prof. Richard Thomas Griffiths. Powered by Coursera

Advanced French. Alliance Française. Brasília, Brazil. 2013.

English Fluency, BRASAS English Course. Brasília, Brazil. 2009

ACADEMIC PUBLICATIONS

Academic Publications

CRUZ, Gabriela Cilda. Paz de Vestefália, Revoluções Liberais, Guerras Mundiais: A construção histórica do Sistema Internacional do Século XX. Saarbrücken: VDM Verlag, 2019.

CRUZ, Gabriela Cilda C.; OLIVEIRA, Luiz Guilherme de. A Crise do Estado Nação e a Segurança Nacional. *Revista de Iniciação Científica em Relações Internacionais*, v. 6, n. 11, pp. 49-71, 2018.

Available at <http://www.periodicos.ufpb.br/index.php/ricri/article/view/41152>.

Multipolaridade. Paper presented at the International Relations Students National Meeting - XX ENERI (Brasília, 2015).

Available at https://www.academia.edu/11889226/A_Dicotomia_da_Multipolaridade.

CRUZ, Gabriela Cilda C. A Dicotomia da