***Joao Luiz Flores da Silva***

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**Academic Background:**

Uninter January, 2019-today

Porto Alegre, RS

*Management of Defense and Cybersecurity*

**Experience:**

**Turtle Finance San Jose, CA**

*Community Manager April 2021-June 2021*

* Answering common questions about the project.
* Promoting the group through Discord, Reddit, Facebook, Twitter, etc.
* Saying ‘’Welcome’’ for each new person that has joined the Telegram group.
* Inviting new people through my social media accounts.
* Reporting offensive comments for any user in the group.
* Sharing for each new user all the instructions and the ‘’white paper’’ of the project, and helping all beginners solve difficult situations.

**Netcoins Montreal, Quebec**

*Writer July 2021-today*

* *Writing good Quora answers*
* *Writing good Reddit questions/answers*
* *Promoting the Exchange through Reddit, and Quora*
* *Creating new tabs in Google Sheets for each question/answer.*
* *Sharing good websites about cryptocurrencies(CoinDesk, and Netcoins ‘’blog section’’).*
* *Using Grammarly Premium to revise each new post.*

**Skills**

* Virtual Assistant
* English proficiency
* Advanced cryptocurrency knowledge
* Spanish (fluency level in reading, speaking, and writing)
* Portuguese (fluency level in reading, speaking, and writing)
* English (fluency level in reading, speaking, and writing)
* Microsoft Office(PowerPoint, Excel, Word 2010)
* Empathy
* Social Media Marketing
* Logical reasoning
* Patience
* Community Management
* Discord
* Marketing
* Good Communication
* Moderate community
* Telegram
* Customer Care

**Certificates:**

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**Contact me:**

**Discord: Jlz2022#5920**

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**Telegram: @Jlz2023**