



## **Nikoly Santana**

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Las Vegas, NV 89103-4001

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### **GENERAL SKILLS:**

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- Brazilian, native in Portuguese
- Intermediate English, basic French and basic Spanish
- Organized, creative, hard worker and responsible
- Advanced knowledge in Microsoft Office, Adobe PhotoShop and Corel Draw
- Linux user and other free softwares (Gimp, Inkscape, Scribus,..)

### **EDUCATION:**

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01/2006 – 07/2010

**Federal University of Espirito Santo (UFES)**  
**Vitoria, ES – Brazil**  
Bachelor in Social Communication  
Major: Advertising and Publicity

### **Relevant Courses:**

Web Design | Photography | Graphic Design | English | French | Bartender

### **INTERNACIONAL EXPERIENCE:**

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12/2010 – present

**Promotional Model, Venetian and Palazzo**  
**Las Vegas, NV – USA**

01/2010

**Promotional Model, Bud Lite**  
**Las Vegas, NV – USA**

01/2010

**Dresser, Dream Girl Runway**  
**Las Vegas, NV – USA**

02/2009 – 03/2009

**Bartender, Inverrary Resort**  
**Fort Lauderdale, FL – USA**

12/2008

**Model, Toyota stand at AST Winter Dew**  
**Tour – Breckenridge, CO – USA**

### **INTERNSHIP EXPERIENCE:**

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05/2007 – 11/2008

**Jovem Pan Radio – Vitoria, ES - Brazil**  
- Provided customer service to the radio listeners  
- Upgraded website (creation of prizes, illustrative images, agenda)

- Created important information that listeners should be aware
- Elaboration of public and institutional text
- Participated in the promotional giveaways
- Organized guidelines and meetings within the artistic and promotional sectors

#### **PROFESSIONAL EXPERIENCE:**

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03/2009 – 11/2009

**Administrative assistant, Jovem Pan Radio  
Vitoria, ES - Brazil**

- Hired as administrative assistant after returning from exchange in the United States
- Web site administration and design
- Development of commercial texts
- Creating spreadsheets
- Organization of radio studio jobs

#### **ADDITIONAL EXPERIENCE:**

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02/2007 – 11/2007

**Secretary, Planning and Programing  
Department of UFES – Vitoria, ES - Brazil**

- Provided customer service to students and staff
- Scheduled and organized meetings
- Participated in the strategic planning of the university

06/2007 – 02/2008

**Photographer, On-line Newspaper Folha  
Vitoria – Vitoria, ES - Brazil**

- Took pictures of public and artists during the events
- Uploaded and maintained pictures on the website

04/2007 – 05/2007

**Receptionist, Vem! Events – Vitoria, ES -  
Brazil**

- Registered the participants with the University
- Delivered certificates
- Welcomed participants during the events