

FLAVIA ANGELIM

ABOUT ME

Dynamic HR and administrative professional with 10 years of experience at the Brazilian Court. Led multidisciplinary teams, managed healthcare compliance, and implemented wellness programs for public employees. Skilled in HRIS systems, personnel data management, and cross-functional collaboration. Fluent in Portuguese and Intermediate English.

EDUCATION

MBA in Health Administration (Expected Aug 2025)

Avila University - Kansas City, MO

Bachelor of Science in Nutrition Sciences
State University of Ceará - Brazil

EXPERIENCE

2015

Health Department Manager

Brazilian Court

- Supervised physicians, nurses, and dentists in delivering health services to judges and staff.
- Managed departmental budget and coordinated wellness initiatives.
- Ensured compliance with healthcare regulations and maintained accurate health records.

2025

Assistant Administrative

- Supported HR operations, including benefits coordination and personnel documentation.
- Scheduled appointments and maintained administrative records.
- Assisted in legal and health-related programs across departments.

SKILLS

- HR Systems & Data Management
- Team Leadership & Coordination
- Healthcare Compliance & Wellness Programs.
- Public Sector Operations
- Strong skills in annotation, translation, and academic writing
- Experienced in designing problem-solving content and developing evaluation rubrics
- Bilingual Communication (Portuguese & English)

📍 Leander, TX 78641

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