

# GERMANO KATALAHALI

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## SUMMARY

- Over 5 years of experience in language school administration as a manager, and 4 years in the customer service sector.
- More than 5 years of experience teaching English at all levels, using a dynamic and engaging classroom approach.
- Currently pursuing TEFL certification and holding an advanced English level (C2).
- Developing websites and applications using HTML, CSS, JavaScript, Python, and other programming languages, primarily for educational purposes.

## EDUCATION

**ALX Africa – Full Stack Software Engineering (AiCE Program) — ONLINE | 03/2024 – 07/2024 | GPA: 93.27%**

**ALX Africa – VIRTUAL ASSISTANT — ONLINE | 06/2024 – 09/2024**

**International TEFL Academy — Teacher Record\_**Teaching English as a Foreign Language (TEFL) Certification — ONLINE (In progress) | Expected Completion: 2025

**Cachiungo Polytechnic Institute – Huambo**

**Technician in Energy and Electrical Installations | 01/2013 – 12/2015 | GPA: 15**

## PROFESSIONAL EXPERIENCE

**Aesystec**

**Technical Supervisor | 12/2024 – 03/2025**

- Applied servant leadership managing a team of 20 telecommunications and mechatronics engineers, divided into four groups of five.
- Supervised over 30 GPON fiber optic telecom projects and more than 10 site removal/installation projects in the radio field, awarded by UNITEL in partnership with Proef.
- Also managed over 5 automation projects, providing technical support to companies like ICC Angola, Nutrimix, and Nutry Poupe.
- Participated in strategic company decisions, including technician interviews and selection, negotiations with local and international clients, and the procurement and management of equipment and projects.
- Coordinated engineering workshops and developed project tracking spreadsheets in Google Sheets, using tools like Trello and Asana to optimize processes and boost team productivity.

**Aesystec**

**Digital Marketing & Sales Strategist | 09/2024 – 12/2024**

- By implementing new corporate marketing management techniques—such as personalization, strong subject lines, lead generation, countdown urgency—service inquiries increased by up to 29%. These strategies attracted attention, prompted immediate actions, and tailored content to customer preferences and needs.

**Fisk Angola**

**School Manager & English Teacher | 01/2018 – 09/2024**

- Implemented training programs for teachers, both virtual and in-person assistants, contributing significantly to the success of both administrative and pedagogical departments.
- Led curriculum development, resulting in a 25% improvement in student academic performance by introducing conversation clubs and a communication channel between leads, clients, and service staff.

**WWC — Inteligente Mundo da Comunicação**  
**Administrative Director | 01/2017 – 12/2022**

- Coordinated the schedules of the entire team, reducing conflicts by 20%.
- Negotiated contracts and reduced administrative costs by 15%.

**StandBright Foundation**  
**Director of Civic Engagement | 01/2019 – 12/2021**

- Successfully managed social integration projects with over 50 volunteers, positively impacting more than 1,000 individuals.

**VOLUNTEER ACTIVITIES**

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**Co-Fundador & Diretor de Engajamento Cívico, Stand For the Need | 08/2020 – 09/2020 | StandBright Foundation**

- Led the “Stand For the Need” project during the COVID-19 pandemic, providing essential support to over 600 individuals in extreme poverty in just 7 days.

**Ambassador, Content Creation for Externship Programs | 07/2024 – Present | EXTERN**

Led content creation and promotional activities on LinkedIn, Facebook, and Instagram for international externship programs targeting university students in the U.S. and across Africa.

**SKILLS**

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English Language Teaching	Virtual Assistance & Admin	Content Creation
Virtual Learning Systems	Support	SEO for Content Creation
AI Integration in Education	Communication	Canva Software
Community Management	Data Analysis	Project Management
Google Workspace, Google Meet	MS Office, Teams, Zoom	Trello & Asana

**INTERESTS**

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Civic Leadership	Language Development	Community Development
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**LÍNGUAS**

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Portuguese – Native	English – Expert	French – Beginner
Umbundu – Native	Spanish – Beginner	