

Ms. Santos

NATIONALITY: Portuguese

SUMMARY

Ms.Santos is an experienced legal consultant and lawyer. She is also fluent in English and Portuguese, and has good understanding of French and Spanish.

EDUCATION

- 2001-2002 **Pos-graduation in Health and Safety at Work**
Health and Safety at Work Technician – Level V CAP nº 0310/1127/02
A.C.T. National Portuguese Authority for Work Conditions Control ex- I.S.H.S.T.
Portuguese National Institute for Safety and Health at Work Permit
- 1991-1996 **Law Degree**
Universidade Autónoma de Lisboa – Portugal

EMPLOYMENT RECORD/ PROFESSIONAL EXPERIENCES

- 2011-2012 **Legal Consultant and Auditor**
Auditing Assets and liabilities
Caixa Geral de Depósitos – Head Office
Lisbon - Portugal
- 2010-2011 **Attorney at law**
Labour and commercial law, foreigners legalization, real estate property
- 2007- 2009 **Assistant for the Financial and Human Resources Director**
Randstad (ex-Select /Vedior Portugal – Lisbon)
- 2002-2005 **Law consultant and lawyer in ADECCO Legal Department**

Legal and compliance responsible; Labour and commercial law consultant and support to colleagues, clients, for the CEO and for the CFO.

Trainer in health and safe at work and in labour law.

Training to sales managers and assistants in legal and compliance on temporary labour law.

- 2003-2006 **Trainer in Health and Safety at Work Management**
OSHAS 18001 ISO 9001
(I.E.F.P. - Portuguese National Institute of Employment and Training)
- 1997-1999 **Attorney at Law training** - Lawyers Professional Association
- 1988-1991 **Legal Secretary** in Deloitte

PROFESSIONAL AFFILIATIONS

n/a

PUBLICATIONS

n/a

LANGUAGES

English	Fluent (High-School)
Spanish	Good understanding (Spanish Institute)
French	Good understanding (High-School)
Portuguese	Mother tongue