

ANA MARTA FIALHO



ABOUT ME

If you prefer a more interactive way of finding out about my experience, check my page to learn more!

<https://ana-marta-portfolio.netlify.app/>

CERTIFICATIONS

- Intermediate Excel
- Employee Experience
- Interpersonal Communication
- HR Recruiting Communication Strategies to Attract and Retain Top Talent
- Storytelling for Recruiting and Employee Retention
- English - Level C1 - CEFR

SKILLS

- Fluent Communication in English and Portuguese
- Intermediate level of Spanish
- Team Spirit
- Adaptation and Organization
- Word, Excel and PowerPoint
- Canva
- SPSS

EXTRACURRICULAR ACTIVITIES

- **Music Course** with specialization in cello | 2010 - 2016
- **Volunteering** in food collection campaigns | 2016 - Currently

CONTACTS

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LinkedIn: [Marta Santos](#)

EDUCATION

ISCTE BUSINESS SCHOOL | 2018 - 2023

Bachelors in Management | 2018 - 2021

- Graduation with 14/20

Masters in Human Resources Management and Organizational Consulting | 2021 - 2023

- Specialization in Organizational Behavior and Consulting
- Graduation with 17/20 | Dissertation - 18/20

iscte INSTITUTO UNIVERSITÁRIO DE LISBOA

PROFESSIONAL EXPERIENCE

ISCTE JUNIOR CONSULTING | 2021 - 2022



ISCTE JUNIOR CONSULTING

- **Human Resources Consultor** | September 2021 - June 2022
 - Recruitment and Selection Process
 - Recruitment Communication Project Leader
 - Sustainability and Social Responsibility Project Leader

MEO (ALTICE PORTUGAL) | 2022 - CURRENTLY

#1 Telecommunication Company in Portugal



- **Short-Term Professional Internship - People and Organization Department** | April - July 2022
- **Trainee - Talent Acquisition and Employer Branding** | July 2022 - July 2023
- **Talent Acquisition, Employer Branding & Onboarding** | July 2023 - Currently
 - **Design of visual elements used in the employer branding & Onboarding area**
 - Average of 6000 impressions in each personal LinkedIn post in the name of the company
 - **Development and recruitment of 2 Editions of Inclusive Recruitment Programs**
 - Recruitment of 10 employees
 - Development of 3 workshops about integration of people with disabilities and training to their teams
 - Individual follow-ups with the employee and their supervisor, every 3 months
 - **Recruitment, onboarding and development of Internships and Trainee Programs**
 - Recruitment and onboarding of 30 curricular internships each year
 - Recruitment and onboarding of 60 trainees each year
 - Follow-up activities every month
 - **Participation in Job Fairs and Talent Bootcamps**
 - 7 job fairs and 4 bootcamps each semester
 - **Development of Open Days and Workshops**
 - Connection with universities and respective coordination of the events with engineering teams, 3 times each semester