

## Contato

antoniomiguelalmeida76@gmail.com

www.linkedin.com/in/antonio-miguel-almeida-215a36152  
(LinkedIn)

## Principais competências

Administration

Law

Sales

## Languages

French (Full Professional)

Spanish (Professional Working)

Portuguese (Native or Bilingual)

## Certifications

Portuguese Army Officers Training Course

Training of Trainers Course

Leadership Course

## Honors-Awards

Public honor granted by the Commander of the Batalhão de Adidos (MDN)

Public honor granted by the General Chief of Personnel Administration

Medal of Merit of exemplary behavior of Copper Grade

# Antonio Miguel Almeida

Associate Teacher at AERLIS

Lisbon Area, Portugal

## Resumo

- 10 years' experience in Human Resources
- Leadership of Human Resources teams and projects, programs, policies and processes, with emphasis on Recruitment and Selection, Talent Management
- Negotiation with customers and business units
- Bachelor's degree in Law and International Relations and Affairs
- Native Portuguese, Fluent French, Advanced English and Intermediate Spanish.

## Experiência

AERLIS - Associação Empresarial da Região de Lisboa

Associate Teacher

janeiro de 2019 - Present (1 ano 6 meses)

Lisboa e Região, Portugal

Disciplines:

- Commercial Legislation
- Portuguese Language Documental Techniques

Swan Properties

Business Manager

setembro de 2017 - Present (2 anos 10 meses)

Lisbon Area, Portugal

- Responsible for angariation management and negotiation of real estate assets according to real estate fund requests

Quinta do Morro Portugal, Lda.

Owner, Manager and Entrepreneur

abril de 2004 - Present (16 anos 3 meses)

Lisbon Area, Portugal

- Manager of project PDR2020 and its implementation on field of biological physalis peruviana production (pioneer in Portugal) present in National price of agriculture in 2015 for sustainable and innovation

## NOS SGPS

Sales Manager

2017 - 2018 (1 ano)

Lisbon Area, Portugal

- Responsible for angariation and management of corporate clients for several platforms of communication and job solutions

## Ministério da Defesa Nacional

10 anos

Human Resources and Legal Officer

2009 - 2010 (1 ano)

Lisbon Area, Portugal

Colégio Militar

- Management of human resources of Colégio Militar
- Responsible for processual administration of all disciplinary processes, for disease and accident on duty for all the Colegio Militar personnel.
- Legal Consulting

Human Resources and Liutenant Officer

2006 - 2009 (3 anos)

Lisbon Area, Portugal

Direção Geral de Pessoal e Recrutamento Militar

- Member of the team responsible for the implementation of SIADAP III (Integrated System of Public Administration Evaluation)
- Member of the team responsible for protocols with external entities to MDN, as IEFEP by CIOFE (Information Center for Orientation to Employment)
- Team leader for the National Defense Day, as for the program coordination, presentation and management of statistic data for recruitment policies
- Connection Officer between MDN and Military Bases on the National Defense Day
- Speaker Officer on workshops about civic responsibilities, military obligations and positioning of Portugal Military Forces in constitutional and international agreements
- Legal Consulting

Human Resources and Legal Officer

2005 - 2006 (1 ano)

Lisbon Area, Portugal

Regimento de Transportes

- Management of all disciplinary processes, for disease (Post Traumatic Stress) and accident on duty for all personnel, as for the ex-military living in Loures and Lisbon districts who have been in ex portuguese colonies
- Legal consulting

#### Human Resources and Connection Officer to National Forces in Foreign Field

2001 - 2005 (4 anos)

Lisbon Area, Portugal

Direção de Administração de Pessoal Militar

- Responsible for recruitment of all military personnel for the National Forces in foreign fields
- Management of all the military personnel in foreign field in agreement to the International Treaties and Organizations that Portugal belongs
- Management of all statistic data about military personnel in foreign field for political human resources solutions.
- Management of professional courses by the Ministry of Defense

#### Human Resources and Connection Officer to National Forces in Foreign Field

2001 - 2005 (4 anos)

Lisbon Area, Portugal

Direção de Administração de Pessoal Militar

- Responsible for recruitment of all military personnel for the National Forces in foreign fields
- Management of all the military personnel in foreign field in agreement to the International Treaties and Organizations that Portugal belongs
- Management of all statistic data about military personnel in foreign field for political human resources solutions
- Management of professional courses by the Ministry of Defense

#### Human Resources and Legal Officer and Teacher

2000 - 2001 (1 ano)

Lisbon Area, Portugal

Batalhão de Adidos

Position: Human Resources and Legal Officer

- Management of all disciplinary processes, for disease (Post Traumatic Stress) and accident on duty for all personnel, as for the ex-military living in Loures and Lisbon districts who have been in ex portuguese colonies
- Legal consulting

Position: Teacher for the disciplines:

- Technical English
- Administrative Law
- Tax Law
- Introduction to Law
- Creation and analysis of statistic data about the students of all the Secretary course

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## Formação acadêmica

University of Lisbon - ISCSP

Bachelor's degree, International Relations and Affairs · (2001 - 2003)

Universidade Lusíada de Lisboa

Bachelor's degree, Law · (1994 - 2001)

Colégio São Miguel

High School Diploma