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| Resume | |  | |
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| Personal Data | |  | |
| Name | | Alexandra Almeida | |
| Address | | Travessa de Cima dos Quartéis, No. 60 – 1º Dto.  1250-074 Lisboa - Portugal | |
| Cell phone | | 938 218 974 |  |
| e-mail | | [calinokio@netcabo.pt](mailto:calinokio@netcabo.pt) | |
| Nationality | | Portuguese | |
| Date of Birth | | 12 March 1967 | |
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| Professional Training | | Secretarial | |
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| Dates | | 1985 – 1988 | |
|  | | Secretarial Course | |
|  | | IEP – Instituto de Estudos Profissionais | |
|  | | Lisboa - Portugal | |
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| **Work Experience**  Dates  Company  Job Description        Dates  Company  Job Description  Dates  Company  Job Description  Dates  Company  Job Description    Dates  Company            Dates  Company  Job Description | | September 1988 – December 1991  Wyeth Lederle, Lisbon, Portugal  Sales Representative  Extensive training on the basic works of the human body and the way different types of bacteria appear, what they’re made of, how do they react to different types of antibiotics, side-effects of such antibiotics, in-depth study of the competition antibiotics. Further study of anti-inflammatories, how they act, their side effects and the competition drugs. After passing all the tests at the lengthy training I was then responsible for the visiting of selected doctors and hospitals within a set area of Lisbon for the sale of antibiotics and anti-inflammatories my lab manufactured and distributed.      August 1992 – June 1996  Paribas Capital Markets, New York, USA  Personal Assistant to the Latin America M&A Director  Due to my language proficiency in English, Spanish and Portuguese I was the liaison between the Latin America M&A Director and the various related branches of the bank. My duties included participating in the making of all acquisitions’ proposals to be sent to the clients and overlooking the rest of the team in terms of timing and quality of information displayed on such proposals as well as supervising the out-sourced printing and binding of such time-sensitive and information-sensitive documents. Further duties included welcoming the prospective buyers and making hotel and dine arrangements for them. This job was not a traditional 9 to 5 position as with the time difference amongst the countries and the usually short-time knowledge before a deal came up and a presentation/proposal needed to be sent out it ended up being a 24/7 availability sort of position as more often than not we were called in on weekends and/or after regular business hours.    January 1997 – January 1998  Dell Computers, Bracknell, England  Personal Assistant to the European Market Manager  My chores were those of a regular PA. Answering the phone and taking messages, scheduling of meetings, trips, dining arrangements with clients, booking of venues for specific team refreshment sales and technical training of the various models of Dell computers.  April 1998 – June 2002  Omni-Aviação e Tecnologia, S.A., Tires, Portugal  Flexjet Team Manager  As the Flexjet Team Manager I was responsible for the booking of all private flights requested by Flexjet clients. That included forwarding the requests to the flight operations department, confirming slot times, confirming Pilot’s flight times as per the flight and landing official FAA approved timetable, and the consequent changing of flight crews whenever necessary. Scheduling of regular airplane maintenance when on the ground, making sure the airplane was clean and that the catering was delivered as per each customer’s personal request. Confirmation of payment of all services requested by the clients. After the trip was completed, I was also responsible for the follow-up CRM.      September 2002 – August 2017  DL-Gestão e Consultoria, Lisbon, Portugal  Wife to the owner  I married the owner of the above-mentioned company, who is a well-known Portuguese attorney and who has also been the former Minister of the Interior, of Portugal. As his wife I had to attend to all our mansion good workings, managing the staff, managing the luncheons and dinners we entertained daily with high dignitaries of many countries and organizing a variety of different functions at different locations. I was also responsible for the payment of all household bills such as electricity, water, etc. and all the staff salaries, health insurances, etc., I was further responsible to make sure our car fleet was always clean and well maintained. Supervising the nannies of my husband’s grandchildren and organizing family trips with them and their parents was yet another of my tasks. Other than that, I accompanied my husband on numerous trips around the world and have met with some of the most fascinating people. Being married to him was pretty much like running a five-star boutique hotel whilst being available and always ready to travel and/or welcome anybody into our home. I’ve learned a lot about a lot of countries and a lot of traditions therein. I became fully acquainted with the world of wealth and luxury. The marriage ended but the valuable knowledge and personal acquaintances remained.  December 2017 – November 2019  Sublime Restaurant, Lisbon, Portugal  Owner, P.R, F&B Team manager    Based on the accumulated experience from my previous marriage I decided to open this restaurant that in a short time period became a reference in the neighborhood due to the quality of food and service provided. Unfortunately, it took longer than expected to guarantee its position in the market and chose to close the operation in order not to incur in serious and maybe unsurpassable financial problems. | |
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| Other relevant information | |  | |
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| Mother language | | Portuguese | |
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| Other languages | | English - bilingual  Spanish - fluent  French – good knowledge | |
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|  | | - Good at working alone or being a member of a team  - Easy adaptation to any work environment  - Excellent communication skills | |
|  | | - Outgoing  - Organized  - Fun to be with | |
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