

I am a young professional living, working and studying in London since January 2017. Looking for a career move towards project management in the engineering field.

## Employment

Aug 17 - date

Store Manager

Coco di Mama

I found a new opportunity at Coco di Mama, where I could improve my management skills and grow with the company. I first started as a Kitchen Manager and worked my way up to become a Store Manager. Supporting the company well-established procedures, such as FIFO and introducing new managerial techniques such as forecasting sales. Leading by example and multi-tasking to keep the store running smoothly I had the opportunity to take part in tasks involving stock checks/supply chain as well as training new starters.

Jul 16 - Jul 17

Kitchen Manager

Pod Food Limited

Being new to London, I found my starting point as a team member in the multi-cultural Pod environment. As my language skills and food industry knowledge expanded, along with my hard work, I found myself being promoted to Kitchen Manager. I was in charge of small but very busy team ensuring quality was delivered speedily at all times while juggling company policies, training new staff and covering gaps on working schedules.

Jan 16 - May 16

Electrical Engineering Assistant

Ribeiro & Fagundes

After achieving my undergraduate degree, I started working as an Electrical Engineering Assistant at Ribeiro & Fagundes gaining experience in the engineering field. Supervising the work in progress, checking and ensuring the safety aspects of the premises and employees were some of my main duties. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Jan 15 - Jan 16

Electrical Engineering Intern

Multielos Banhos Quimicos

While taking my last semester at university, I got involved in an engineering project as an intern, not just to fulfill my spare time but also to gain professional experience. Some admin tasks were involved such as implementing and tracking PPE of employees as well as more technical tasks such as analyzing energy efficiency.

## Education

Jun 18 - Date

Project Management

The Open University

Business Fundamentals

Aug 15 - Dec 15

Energy Audit in Industrial Buildings

Universidade Federal São João Del Rei

Masters subject

Apr 12 - May 12

Omega Junior

Green Belt - Six Sigma

Certificate of completion

Aug 10 - Aug 15

B.Eng in Electrical Engineering

Universidade Federal São João Del Rei

2:1 equivalent

## Personal skills

Fast learner

★★★★★

Hard worker

★★★★★

Reliable

★★★★☆

Work under pressure

★★★★☆

Multi tasker

★★★★☆

Attention to detail

★★★★☆

Can do attitude

★★★☆☆

Flexible

★★★☆☆

## Key skills

Scheduling

★★★★★

Cost control

★★★★★

Risk management

★★★★☆

Leadership

★★★★☆

Methodologies

★★★★☆

Business case writing

★★★★☆

Delivery

★★★☆☆

## Language skills

Portuguese

★★★★★

English

★★★★☆

Spanish

★★★☆☆

Italian

★★★☆☆

## Volunteering

Jan 13 - Dec 13

Scientific initiation researcher

Universidade Federal São João Del Rei

with Dr Marco Aurelio

Sep 13 - Dec 14

Marketing Director

Ejel Consultoria e Projetos Eletricos Jr.

Junior Enterprise

## Other

Driving license

References available upon request