# Eliabe M

Brazil

Applied through AIESEC in UBERLANDIA, Brazil.

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in **LinkedIn**

## PROFESSIONAL EXPERIENCE

### Administrative Assistant

**Merc Sharp & Dohme**    Apr 2018 - Present    Brazil

-Market Complaints: Conducting of technical investigations with the objective of finding possible causes in the production line; preparation of investigative reports; participation in projects to improve the process of market complaint.

- Revision of SOP's (Standard Operating Procedure).

-Participation in projects to increase the efficiency of production lines, with a multidisciplinary team using Lean Manufacturing.

- Daily use of SAP, Excel, Power Point, Outlook, also other business software.

-Responsible for managing and controlling Logbooks in the manufacturing and packaging area.

-Management and monitoring of monthly internal audit, proposing mitigation plans together with a technical team.

-Responsible for the area of production through the E-card system, a program that objective to point out possible risks and security improvements throughout the site.

## ACADEMIC EXPERIENCE

**Pontificia Universidade Catolica de Campinas**    Feb 2015 - Dec 2020

Anguilla

Industrial engineering

## SUMMARY

I am ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I am always looking for an opportunity to learn about something new.

## LANGUAGES

| Portuguese | Native |
|---|---|
| English | Advanced |
| Spanish | Intermediate |

## SKILLS

**Advanced**

+ Self-Confidence

+ Adaptability

+ Internet usage

+ Windows PC usage

+ Leadership

+ Microsoft Word

+ Collaboration

+ Windows

+ Work Ethic

+ Computer

**Intermediate**

+ Client servicing

+ Team Management

+ Facilitation

+ Training

+ Coaching

+ Sharepoint

+ Critical Thinking

+ Dropbox

+ Technical Support

+ Solution Orientation

+ Empowerment of others

+ Handling Pressure

+ Auto-CAD

+ Organisational Management

+ Project Management

+ Presentation skills

+ Microsoft Excel

+ Microsoft Powerpoint

+ SAP

+ Problem Solving

+ Time Management

+ Relationship Management

**Beginner**

+ Data Analysis

+ Artificial Intelligence

+ Engineering Mechanics

+ Market Research

+ Research

+ Microsoft Access