

# MARTHA DE ANDRADE PEÇANHA RODRIGUES



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Macaé/RJ

Link to resume:

<https://martha170687.github.io/cv/>

## SKILLS

Dynamic, great at building interpersonal relationships, team worker, able to manage people. Experience on attendance to clients, employees and providers. Fluent English. Ease to learn new systems. Knowledge on ERP & Pack system (Alterdata) and SISPAT (SISPEN & PrestServ), SIFAC.

## COURSES

### CNA – Instituto Cultural Norte Americano

English – Complete Dec/2004

**RCP Consultoria (CREA/RJ)**  
Planning Technician – Complete  
May/2016

### UNIPOLO

Basic Computing (Windows, Excel, Word, Power Point, Internet) – Complete  
Jun/2003

### ESTUDONAUTA

Java & Java POO – Complete  
May/2021

## EXPERIENCE

### ADMINISTRATIVE ASSISTANT LEVEL III – VIX LOGÍSTICA

From 01/2019 - Currently

#### Attributions:

Employee's assistance, control and maintenance of benefits (Life insurance, Transportation vouchers, Food tickets, Health and Dental Plan). Instructions of new employees. Elaboration of spreadsheets to control of CNH's and courses of the drivers, verification of documents to admissions, homologations. File and control of documents. Registration of employees on SISPAT (system of register for working at Petrobras), and documentation, certification and labor obligations (Sifac - Audilog) for client audit.

### HR SUPERVISOR – TECHOCEAN OFFSHORE LTDA.

From 10/2007 – To 01/2017

#### Positions:

Accounting assistant – Oct/2007 to Aug/2009 Projects Coordinator – Sep/2009 to Jan/2011; Financial Analyzer – Feb/2011 to Jan/2013; HR Supervisor – Jan/2013 to Apr/2016 and/ Jul/2016 a Jan/2017; Manager of Offshore Projects – Mar/2016 to Jun/2016

#### Attributions:

Administrative routine (preparation and elaboration of spreadsheets, elaboration of reports, organization of documents, translation of documents in Portuguese to English), Financial routine (emission and entry of invoices for sales, acquisitions, simple shipment and locations, entry of general expenses, supervision of cash flow, inspection of bills to pay and receive, bank reconciliation, emission of checks, emission of taxing notes, attendance to clients, employees and providers), Logistics and Projects routine (interpreter from Portuguese to English on offshore platform rotation 21x21, supervision and elaboration of working orders, elaboration of offshore team rotations, supervision and assistance to people and material logistics, stock control, projects supervision and monitoring, attendance to clients, employees and providers), Human Resources routine (supervision of daily team work, calculation of employees monthly payments, calculation of vacations, overtime, additional, terminations, taxing, benefits, emission of paychecks, organizations and scheduling of training and exams, gathering of documents, notification to the government system, employees assistance).

### ADMINISTRATIVE ASSISTANT - AZEVEDO TAVARES CONSULTORIA IMOBILIÁRIA (REAL ESTATE AGENCY)

From 09/2005 – To 11/2006

#### Attributions:

Elaboration of spreadsheets, reports, financial control, elaboration of contracts, adjustment of rents, customer service, sales, scheduling of site visitations, organization of offices supplies and documents, presentation of properties to foreign, etc.

## EDUCAÇÃO

### Computer Engineering (Studying)

IBMR – 2º Period

### Technologist in Analysis and Information Systems

Unopar – Complete Nov/2021

### LAW (Leave of absence)

University Estácio de Sá – 10º Period