

***Samyra Cury Salek***

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**Summary**

I am a self-motivated master graduate with 7 years of professional and volunteer experience seeking a customer facing position in a company that wishes to create and improve processes. I enjoy tackling challenges with strong communication, leadership and research skills, aiming to increase visibility and profit.

**Education**

*2015 – 2016*

Karlsruhe International University, Karlsruhe, Germany , MA in Management.

*2008 – 2012*

ESB Business School, Reutlingen, Germany, International Business Course.

*2008 – 2012*

Georgetown University, Washington DC, USA, Communicative Skills Seminar.

*2008 – 2012*

Pontifícia Universidade Católica de Campinas, Campinas, Brazil, BSc in Tourism.

**Experience**

**Basepoint Business Centre**

**Sep 2018 - Present**

*Community Manager*

- Active develop and maintain effective relationships with customers, teams and suppliers.
- Ensure the achievement of the centre financial goals and objectives.
- Develop, implementation and maintain all social media and marketing action.

**Trend in Africa**

**Aug 2015 - Jul 2018**

*Project Manager*

- Manage 170,000 euros donated by the Volkswagen Institute for this 3-year project;
- Courses and workshops organization in different African countries.
- Multitask role ranging from students' applications, design of course schedule to engaging with community relationship, lecturers and suppliers from different countries.
- Development and implementation of all courses activities ensuring positive local social impact.

**TUBEX Holding**

**Aug 2014 - Feb 2017**

*Account Manager*

- Daily management of client's relationship and satisfaction.
- Responsible for projects reports, setting management client success targets between Brazil and Germany sites.
- Develop of internal and external documentation (score cards, CSR, CDP and Environmental Reports), increasing business opportunities with companies such as L'Oréal Paris, Natura &Co and Beiersdorf AG.

**International Partnership of Business School**  
*Assistant Marketing Manager*

**May 2014 - Oct 2014**

- Processing of prospective master students' applications.
- Construction and maintenance of student's profile and information databases.
- Management of social media presence (e.g. Facebook, LinkedIn) with advertisement and creation of newsfeed groups

**Luna Consulting**  
*Staff Specialist*

**May 2014 - Oct 2014**

- Owner of full-cycle recruiting process for multiple global business clients.
- Sourcing & interviewing of technical roles candidates for clients.
- Management of online job posting and applicant tracking system.

**Meta Social Institute**  
*Project Manager*

**Jan 2013 - Jul 2013**

Development and delivery of a social projects for integration of adults with Down syndrome, focusing on basic independent skills.

**IBM Brazil**  
*Assistant Project Manager*

**Jan 2011 - May 2012**

- Member of the team responsible for Delta Airlines business account.
- Support to project managers around the world, being the focal point for assigning all professionals to their projects.
- Mediator of meetings, responsible for weekly and monthly financial reports and projects progress worldwide.
- Assisting strategic projects decisions and implementations.

**Strengths**

- Extend project management; quick to pick up new things and teach others
- Communicative, highly organised, honest, creative and collaborative with the team
- Strong computer skills, including MS Office
- Strong data and fact-based analysis
- Good written and verbal communication skills

**Skills Base**

*Languages:* Fluent in Portuguese and English. Proficient in Spanish and German;

**More Info**

*Linkedin:* <https://www.linkedin.com/in/samyra-salek-851a1265/>