

I'm Patrícia Mendes

AND I'M AN AMBITIOUS, CREATIVE, 25-YEAR-OLD GIRL FROM MADEIRA ISLAND, PASSIONATED ABOUT MARKETING AND COMMUNICATION THAT WANTS TO GROW UP WITH YOU.



Jobs

People's Department Technician

@Viriato

May 2024 – Currently

Design HR strategies | Training bootcamps

Talent acquisition and retention

Manage people's conflicts and influences

COO & Co-founder

@ARTLANTIC DISTRIBUTION LDA

October 2023 – January 2024

Built a company that "Helps local artisans from Madeira Island to sell their products globally".

Management and networking Skills | Negotiating with suppliers and partners

Marketplace Management | Creating content

(photos, descriptions, and booklets) for the

products | Accounting skills | Processing

salaries

Human Resources skills | Team and Conflict

Management

Marketing and Events Assistant

@DIÁRIO DE NOTÍCIAS MADEIRA

August 2022 – October 2023

Sponsorship and Suppliers Proposals | Marketing Strategies

Event organization | Creating content (news, social media, radio spots, commercial articles)

Accounting Assistant @Pilar Empresarial, Lda.

September 2020

Learn accounting and legal procedures | Networking skills | Business meetings

Check my Portfolio
[here:](#)



Communication, language, and digital skills

Portuguese: Native

English: C2

Spanish: Proactively freshly started
learning it by myself.

Communication skills: Radio spots,
writing articles, and social media.

Digital and programming skills:
HTML, CSS, Visual Basic, Notion,
Canva.

Formal Education

Bachelor's Degree in Business Administration/Management

University of Madeira, 2020 – 2022

Awards

2nd place in the contest “RS4E”, StartUp Madeira, April 2022

Business Development | Built a Business Model in 3 days

Teamwork | Worked with an unknown team from scratch

International Experience

European Students of Industrial Engineering and Management (ESTIEM), a student association @FEUP.

Marketing Team Leader, Training New Trainers 2018, Porto, Portugal

October 2018 – December 2018

Participant, Exchange Porto–Calabria–Brussels, Calabria, Italy

September 2017 – October 2017

Project Leader, Summer Entrepreneurship Training 2017, Porto, Portugal

January 2017 – July 2017

Associativism

Member of the Marketing and Image Department

Local ESTIEM, May 2018 – October 2018

Member of the Marketing and Image Department

Debate Society of University of Porto, October 2019 – June 2020

Member of External Relations Department

Local ESTIEM, September 2017 – June 2018

Event Support Responsible

Academic Days Subdivision, Central ESTIEM | February 2018 – June 2018

External Relations Responsible

Businessbooster Subdivision, Central ESTIEM | August 2017 – November 2018



+351 96 89 56 432



patricia.xaviermendes@gmail.com