

**PROFILE SUMMARY**

Professional with more than 20 years of experience in a multinational environment in the automotive industry, where she held the position of Director of Human Resources. Degree in Sociology from ISCTE and Master in Strategic Management of Human Resources from the Polytechnic Institute of Setúbal. A certified trainer, she is part of the Trainers Board of several training and consulting companies. He has skills in the area of human resource management and in complementary areas, namely in the area of behavior and change and innovation, labor legislation, environmental audits and other Kaizen methodologies and continuous improvement. Dedicated to personal and professional growth and development, she has many qualifications in the HR and behavioral areas.

**KEY COMPETENCES**

**ORGANIZATIONAL DEVELOPMENT**

Project Management  
 Cultural transformation, Work environment, Employee satisfaction  
 Leadership Assessment and Development  
 Strategic HR  
 Internal/Corporate Communication

**QUALITY, HEALTH AND SAFETY AND ENVIRONMENT**

Quality and Environment Management Systems in Industry and Services  
 ISO9001 and ISO14001

**CONTINUOUS IMPROVEMENT**

Kaizen improvement  
 5'S methodologies

**OPERATIONS MANAGEMENT**

Leadership skills  
 Sense of organization and problem solving  
 Skills in the area of recruitment and selection  
 Skills in Labor Legislation  
 Skills in Quality Audits

**WORK EXPERIENCE**

**Centro de Estudos Dantas Rodrigues**

Since november 2022

**Training management**

Management of training actions, clients, marketing and administrative organization.

**IPS - ESTBarreiro**

Since October 2022

**IPS - ESCE**

Since March 2022 until august2022

**Teacher Invited Assistant**

ESTBarreiro teaching the subject of communication techniques and data presentation and in ESCE the subject of career management and organizational behaviour.

**Forma Humana**

Since October 2022

**Trainer of human resources management practices**

Trainer in human resources management, career management, salary processing, performance and performance evaluation. Senior HR practices.

**SUBER CONSULTING**

Since April 2022

**HR and people performance consultant**

People and performance consultant, performance evaluator, career manager analysis, metrics and objectives.

**Gold Consulting International**

Since april 2022

**Trainer of Human resources management practices**

Trainer in human resources management, career management, salary processing, performance and performance evaluation. Senior in metrics and indicators and ROI and all related with HR practices.

### Centro de formação Seixal - IEFP

Since april 2022

#### Trainer and professional courses coordinator

**Achievements:** Citizenship trainer and mediator of professional courses. Creation of learning retention and improvement methodologies in the areas of sociology, HR and behavioral, among others.

### Trigo

Since march 2022

#### Trainer and HR consulting

**Achievements:** Provision of training related to HR practices and the internal management of people and objectives.

### OPCO Creating Solutions

Since may 2017 to February 2022

#### Manager of the Training Academy

**Achievements:** Management of the academy structure: HR, trainers, customer management, partnerships and suppliers. Coordination of strategies for dissemination of training and business development programs. Responsible for all regulatory management of ISO9001 certification and functional VDA QMC and DGERT.

### Operational Consulting

Since august 2011 to november 2016

#### Trainer and Consultant

**Achievements:** Coordinator of the training area (POPH and DGEERT), behavioral trainer, consultant of new projects vs clients.

### Taiyo Technology Portugal

Since September 2003 to junho 2009

#### Human Resources Manager and Financial Coordinator

##### Achievements:

Having as main responsibilities manage the human resources areas and coordinate the financial area. Coordinator also other improvement activities: Kaizen, 5S, QCC's (Quality Control Cycles).

Having as main responsibilities the administrative area of personnel and the processing of salaries, recruitment and selection, the area of employee evaluation systems, the organization of the entire area of training and training on Job, as well as all other aspects of organization that have connection with the Human Resources area.

### Pioneer Technology Portugal S.A

Since June 1998 to September 2003

#### Human Resources Technician

**Achievements:** Recruitment and Selection, Reception, Contract Management, Process Management, Temporary Work, Outplacement, Performance Evaluation, Information Management, Training, Internal Journal, Human Resources Indicators.

## EDUCATION

### Master's degree in Strategic Human Resources Management

Escola Superior de Ciências Empresariais - Politécnico de Setúbal

### Degree in Sociology

Instituto Superior de Ciências do Trabalho e da Empresa

## OTHER RELEVANT TRAINING AND EDUCATION (detailed portfolio by request)

### Training

E-Tutor: Pedagogical Specialization in Distance Training B-Training – 2020

Initial pedagogical training of Powerform trainers – 2009

### Social Skills

"Introduction to Neurolinguistic Programming" Reference Behavior (2020)

"NLP – Neurolinguistic Programming" MindBizz (2012)

Workshop "Self-Esteem, Trust and Productivity" PSIquatro (2012)

"Conflict Management" IEFP (2009)

"Time Management and Work Organization" IEFP (2009)

"Improving Communication/Assertiveness" SETEFORMA (2000)

#### Technical Skills

"Environment, Safety, Hygiene and Health at Work" IEFP (2009)

"Audits of Environmental Systems" TUV Akademie Rheinland (2006)

ISO TS 16949 – Taiyo (2003)

"Chrysler, Ford, General Motors Sanctioned QS 9000 / QSA training courses" Bureau Veritas (1999)

EXPO RH – Professional Human Resources Salon

#### Informatic skills

"SAP20 System Overview R/3" SAP PORTUGAL, (2000)

"Excel Advanced" Pioneer (2000)

"Basic Access" SETEFORMA (2000)

"EXCEL 97" SETEFORMA (1999)

Microsoft Office, SAP, Primavera, RH XXI, Navision, Sistema Ponto da Sisqual e Cronos, Navision (Microsoft Business Solutions), Microsoft Outlook and SPSS

#### Planning and organization Skills

"Leadership and Emotional Intelligence" ACC (2019)

Workshop "GRH and Quality - Excellence of Internal Customer Service" Kelly HRC (2012)

"Leadership and Teamwork" IEFP (2009)

"TOPS - Team Problems Oriented Solving"

"Training on 5S (Organization, Order, Cleanliness, Standardization, Discipline), Taiyo Japan (2007)

"Welcoming and Integration" Human Value (2000)

"The Selection Interview" CEGOC (1998);

"Course on Professional Inventories + Motivation Questionnaires (Level II)" SHL (2003)

"Course on Professional Skills Tests (Level I)" SHL (2003)

"The New Labour Code" Global Strategies (2008)

"Personnel Expenditure" Global Strategies (2007)

"Labour Legislation and Labour Law" PMG (1999)

#### LANGUAGES

**Portuguese** native; **English** fluently spoken and written; basic communication skills of **Spanish**

#### COMPUTER SKILLS

Very good computer skills.