

## Personal Profile

I've managed different projects simultaneously, most of the times with really tight deadlines. Being focused and able to rapidly adapt to the circumstances, I always achieve my goals.

I'm very rigorous analysing data, but never loose track of the "whole picture". I'm able to synthesise complex situations, in order to clear the problem and find the correct and feasible solutions.

I have good communication skills and experience working with people from different cultural and professional backgrounds.

Being a natural leader and knowing how to motivate my team to achieve the established goals always made all the projects I worked on a complete success.

I have also good listening skills and can easily understand others people points of view. Many times conflicts in a team happen. Not being necessarily a bad thing, resolving them effectively is very important. During my work experience I faced some challenges but at the end all the teams I worked with always ended developing a strong mutual respect.

## Work experience

### Customised Business Solutions and Sustainability Consultant

Identification and development of business opportunities related to the wide sustainability agenda, including:

- Attending network events, conferences, seminars and similar events,
- Trend analysis of collected information,
- Development of business cases,
- Training of technical, commercial and marketing staff,
- Implementing pilot projects,
- Development of marketing materials such as webinars, press conferences and articles,
- Development of procedures and training materials,
- Identification and processing of accreditation schemes for the developed services,
- Support the different teams involved in the service: commercial, marketing and technical.

### Management Systems Consultant

Implementation of Integrated Management Systems (ISO 9001, ISO 14001 and OHSAS 18001), including:

- Assess the company, by visiting the facilities, observing work practices, interviewing workers and managers;
- Define a work plan, with the main activities, tasks, teams involved and deadlines;
- The implementation of systems can involve:
  - Standard Operational Procedures (SOP) writing;
  - Technical and regulatory studies;
  - Equipment acquisition or adaptation;
  - Training;
  - Subcontract speciality studies (vibration and noise evaluation, air and water emission characterization, etc.);
  - Audits.
- All the tasks are implemented with the people involved, with a strong hands-on approach.

The improvement of the System is based on workers engagement, data analysis and creative approaches to problems.

I have implemented Management Systems in diverse companies:

- Manufacturing companies - pharmaceutical, chemical, mattresses, automotive, electrical appliances, cables, office metallic furniture, pavements, compressed oxygen, etc.
- Services companies - social care, water treatment and distribution, translation services, compressor maintenance, etc.

## Tutor

**Curriculum Vitae**  
**Ana Inacio | Suber Consulting Ltd.**  
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Training is a strong interactive process in which the tutor must be focused on the delegates, in order to deliver a training that meets not only the delegate skills and knowledge needs, but respects its own learning pace, learning method and cultural framework. I've given training in the following areas:

Quality	Health & Safety	Environment	Sustainability
<ul style="list-style-type: none"> <li>○ ISO 9001 Audits</li> <li>○ Quality Tools</li> <li>○ Quality Costs</li> </ul>	<ul style="list-style-type: none"> <li>○ OHSAS 18001 Audits</li> <li>○ Equipment for Personal Protection (EPP)</li> <li>○ Analysis Risk Assessment</li> <li>○ Prevention Management</li> <li>○ Biological Risks</li> <li>○ Chemical Risks</li> <li>○ Noise and vibrations</li> </ul>	<ul style="list-style-type: none"> <li>○ ISO 50001 Principles</li> <li>○ ISO 50001 Implementation Workshops</li> <li>○ ISO 50001 Auditor training (IRCA)</li> <li>○ ISO 14001 Audits</li> <li>○ Air Pollution</li> <li>○ Water Pollution</li> <li>○ Analysis Risk Assessment</li> <li>○ Environmental Performance Indicators</li> </ul>	<ul style="list-style-type: none"> <li>○ ISO 20121 Implementation Workshops</li> </ul>

Besides my Trainer Qualification and to improve my trainer performance, I did training on *Business Coaching*, by the International Coaching Community. These skills are also very helpful in Change Management processes.

## Work History

Feb 2017 – today:

### Suber Consulting Limited

Main services developed and related projects:

- ISO 50001 (Energy Management Systems):
  - SGS Lead Auditor training course review.
  - Ashridge College Internal Audit.
- ISO 20121 (Management of Sustainability in Events):
  - Certification Audits:
    - Paris Candidature Committee to the Olympic Games 2024
    - Euro 2016 Paris FanZone – Lagardère Sports
    - La Maison Hebel (caterer)
    - Gimm Traiteur (caterer)
    - Kuoni Congress (pre-assessment audit)
    - Formula E (pre-assessment audit)
  - Internal Audits:
    - The World Economic Forum (Davos Annual Meeting)
    - PublicisLive (events organiser)
- ISO 14001:2015 (Environmental Management of Sustainability)
- ISO 9001:2015 (Environmental Management of Sustainability)
  - Ashridge College EMS Internal Audit.
  - International Standards IMS Internal Audit.
  - Maylim EMS Internal Audit.
  - Ventmed / AGH QMS Internal Audit.
  - BCM IMS Internal Audit.
  - OTIS Group (Portugal) IMS transition to 2015 version.
  - ACTEMIUM Cegelec (Vinci Energies) (Portugal) IMS transition to 2015 version.
  - Sotecnica (Vinci Energies) (Portugal) IMS transition to 2015 version.
  - Innovision EMS implementation.
  - Insafe IMS implementation.

- Borough Plastics IMS implementation.
- Allcot IMS implementation.

Feb 2010 – Jan 2016:

**SGS United Kingdom Limited**

Main services developed and related projects:

- ISO 50001 (Energy Management Systems):
  - Coca-Cola Enterprise Ltd. training and certification audits in several sites (United Kingdom, Belgium and France),
  - Fuelcard training and certification audits,
  - National Grid implementation workshops,
  - First Great Western implementation workshops,
  - Keymed (Olympus Group) internal auditor training,
  - Emcor internal auditor training and certification audit,
  - Eurofriction training,
  - Senator Gap Analysis audit,
  
  - Lead Auditor training course for certification bodies (ABS, CICS and EIC) and public training courses.
  
- ISO 20121 (Management of Sustainability in Events):
  - Certification Audits:
  - LOGOC (London Organising Committee for the Olympic Games and Paralympic Games),
  - Danish Ministry for Foreign Affairs, Danish Presidency of the Council of the European Union ,
  - Coca-Cola Enterprise Ltd
  - UBM (several events in Europe),
  - Pirelli Sustainability Conference,
  - Wembley stadium (1<sup>st</sup> stage),
  - Greater London Authority (GLA) – 2012 Olympic Games events management,
  - TPA (temporary portable access, for the events industry)
  - Melville
  
  - Training:
  - Brighton and Hove local authority,
  - Brighton and Albion Football Club.
  
- ESOS (Energy Savings Opportunity Scheme).
  - Public seminar.

Sep 2006 – September 2009:

**Quest21, Lda.**

This was my own consultancy and training company, where I did managerial tasks as well as technical ones. I managed a team of internal and external consultants and tutors. I also assured commercial activity and Client satisfaction surveillance when external personnel in involved.

The most important clients include Lisbon Municipality, Compagnie Générale des Eaux, Staples Office Center. I also worked as a subcontractor to several multinational companies, namely TÜV Akademie Rheinland, Bureau Veritas and Auren, as a consultant and trainer.

February 2001 – August 2006:

**Excelente, Lda.**

I've started working in the consultancy industry, as Excelente Environmental business unit responsible. As time went by, I did training to implement Quality Management Systems and Health & Safety Management Systems, as well, and started to implement Integrated Management Systems.

April 1998 – January 2001: **Groupe Legrand**

Legrand Group is one of the leading companies in the Electric Appliances Industry, possessing units in more than 40 countries, circa 20,000 workers (at year 2001).

I started implementing an Environmental Management System at the Portuguese unit, near Lisbon.

Afterwards, I started a project at European level, in Paris, concerning Life Cycle Analysis of electric appliances and the development of a database concerning regulatory matters on environment and electric appliances.

In 2000/2001, Legrand Group and Schneider Group joined and there were important changes in the organisation, which led to my decision of returning to Portugal.

## Education and training

1992-1997	Licence degree on Environmental Engineering Faculdade de Ciências e Tecnologia da Universidade de Lisboa (FCT-UNL)
1998	“ISO 14001 Auditor Training”; CESO
1998	“Tutor Training”, Rumos
2003 – 2004	Post-licence degree on Health and Safety (equivalent to NEBOSH) Instituto Superior de Engenharia de Lisboa (ISEL)
2004	Training “ISO 14001:2004 transition”, SGS
2006	<i>International Coaching Certification – general</i> ; Evoluitech
2008	<i>International Coaching Certification – Business Coaching</i> ; Evoluitech
2008 – 2009	Post-licence degree on Black Belt 6 Sigma; Profitability Engineers
2009	Training “OHSAS 18001:2007 Auditor Transition”, Capable People (IRCA approved)
2009	Training “ISO 9001:2008 transition”, American Society for Quality (ASQ)
2010	Accelerated Learning Techniques, SGS
2010	ISO 14001 Lead Auditor Training Course, SGS United Kingdom
2010	Energy Management Fundamentals, United Kingdom Energy Institute
2018	ISO 14001:2015 Transition Course, Perry Johnson Registrars
2018	ISO 9001:2015 Transition Course, Perry Johnson Registrars

## Languages

Fluent in Portuguese (native), English and French. Able to speak and understand Spanish and Italian.