



EXPORT MANAGER

EXPERIENCE

June 2023 – Present

EXPORT MANAGER / ELESA LUBRICANTES, MADRID - SPAIN

Responsible for the English and Portuguese speaking countries, as well as the community of Castilla-La Mancha in a company that produces lubricating oils and greases.

Responsible for identifying and developing new potential markets for export, conducting market research and competitor analysis in international markets and maintaining strong relationships with existing customers, having increased the company's sales in these markets by more than 25% during my first year and increasing 15% in my second year.

JUNE 2019 – JUNE 2023

MANAGER / RISCAS E ORNAMENTOS, PORTO - PORTUGAL

Worked as a manager in a construction company with about 10 employees (mostly focused on carpentry). I started this role in July 2019, after finishing my degree and I reconciled this job with the master's degree. My main functions were: to prepare the budgets of the works and the respective cost evaluations; plan employee working hours; maintain contact with customers; negotiating contracts with suppliers; handle company accounting and employee payments; ensure that there is enough raw material in stock for future projects; Travel to construction sites to take measures to make budgets and also to suppliers for collection of materials.

FEBRUARY 2019 – MAY 2019

ADMINISTRATIVE ASSISTANT / ORCOPOM, PORTO -PORTUGAL

Curricular internship in a company linked to clothing and protective equipment where I developed functions in the field of administrative support services, such as: document and file management; interorganizational communication; assistance to the accounting department; preparation of publications for social networks; customer service via telephone and email; among others.

MAY 2015 – JUNE 2019

WAITER / CONFEITARIA PINGO DE MEL, PORTO – PORTUGAL

I started this job when I turned 17 with the goal of saving money to pay for my education and driver's licence. I reconciled this job with secondary education and then with my career, so I worked full-time during the school holidays and during the school term I only worked on Saturdays and Sundays. I performed tasks in the field of meal preparation and customer service at the counter and table, as well as cleaning of the entire commercial space and stock control.

EDUCATION

SEPTEMBER 2019 – JUNE 2021

MASTER'S DEGREE IN INTERNATIONAL MARKETING / UNIVERSIDADE DA MAIA

Knowledge and skills of a strategic and operational nature, with strong importance and responsibility in the internationalization of companies, as well as the development of products or services that offer superior and continuous value to society, within a framework of sustainability and social responsibility.

SEPTEMBER 2016 – JUNE 2019

BACHELOR'S DEGREE IN CONSULTANCY AND TRANSLATION / INSTITUTO SUPERIOR DE CONTABILIDADE E ADMINISTRAÇÃO DO PORTO

Throughout my bachelor's degree I addressed issues in the various fields of organizational communication and administrative help in a consultative environment. In addition, I also gained skills in the field of translation, where I consolidated my English and Spanish, as well as having the opportunity to learn a little German.

SKILLS

Portuguese-C2;

Spanish-C2;

English-C2;

French– A1;

German– A1;

Type B driving licence.