

MATILDE FERREIRA

FLAT 210
VANTAGE BUILDING STATION
APPROACH
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PERSONAL SKILLS

An enthusiastic, hardworking, confident individual who takes all challenges with a positive attitude. Eager to join a team with whom she can achieve excellent results but equally capable of working on her own initiative. Would like to bring her existing skills to an employer and willing to train to acquire further skills to enhance her career path.

KEY SKILLS

- 1• Health & Safety Awareness
- 2• Good communication and customer service skills
- 3• Excellent IT skills: Word. Excel. Powerpoint
- 4• Manual handling skills
- 5• Able to work week under pressure
- 6• Proven ability to work independently on own initiative
- 7• Organised and able to prioritise own workload
- 8• Able to follow instructions precisely
- 9• Flexible and adaptable to changing situations
- 10• Languages: Portuguese. English. French. German. Italian. Spanish

EMPLOYMENT HISTORY

Jacquet Portugal Lda, Vila Nova de Gaia (Portugal) March 2008-October 2012

Position: Sales Marketing Adviser

budgeting, telephone contacts with customers and nationals and foreign, research and contact new customers, and administrative duties.

Assistente F.P.G.A. Ld, Porto (Portugal) November 2002- January 2008

Position: Office Clerk and Commercial Adviser

general office expedient, administrative work; contacts with customers and researching new ones; support to commercials street team

Business or sector Accommodation and food service activities

Supermarket Modelo Bonjour, Vila Nova de Gaia
(Portugal)

2000-2002

Position: Cashier

public service, I played roles cashier and replacement, where I gained great experience in social-human relationship.

Pão Quente do Corvo, Vila Nova de Gaia
(Portugal)

1998-1999

Bartender

Pulic service: serving tables and counter; cleaning services.

Grupo Sousa Morais Lda, Vila Nova de Gaia
(Portugal)

1996-1997

Warehouse employee

Receipt of goods, order management, contact major brands of haute couture, including Karl Lagerfeld, Christian Lacroix, Versace, Armani, Sonia Rykiel, DKNY, Levis kids.

EDUCATION/ TRAINING

Escola Secudanria Manuel Laranjeira, Espinho
(Portugal) – finish 12th grade

Left 1996

COMMUNICATION SKILLS

eam spirit, good ability to adapt to multicultural environments, gained through my work experience abroad and good communications skills gained through my experience as sales support.

ORGANISATIONAL/ MANAGERIAL SKILLS

- 1• Able to take on a mission or task and see it through
- 2• Good focus on customer / supplier relationships
- 3• Ability to follow business leads and, provide quotes, build business relationships with existing and potential customers

JOB-RELATED SKILLS

- 1• Responsible, Organized and with a Strong sense of mission.
- 2• Focused and committed to results.

COMPUTER SKILLS

Windows XP,Vista and 7 and Linux (Debian,Fedora, Ubuntu) operating systems
Microsoft Office Skills (Word, Excell, Outlook) as well as alternative office suits
(Libreoffice) Experience with ERP's and other business software.
Tech Savy and computer enthusiast

HOBBIES/ INTERESTS

Music. Reading. Write. Talk with my friends. Walk a lot with my boyfriend. Go to the beach.