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### **Personal profile:**

An honest, enthusiastic, reliable person with excellent attendance and timekeeping records. Possessing excellent communication and organization skills. I am proactive, flexible, self-motivated and always strive to improve my skills and knowledge. I have impeccable multi task skills as I am used to do different works at the same time. I work as well in a team as independently. I show commitment to any company for which I work.

### **Key skills summary:**

- [ Providing effective, proactive and broad PA support to Directors/CEO;
- [ Computer literate – Windows, Microsoft Office 2007, Siebel, SAP, e-mail and internet;
- [ Recruiting staff and training of new and inexperienced staff;
- [ Managing commercial proposals and contracts;
- [ Managing the financial and administrative sectors;
- [ Organising events;
- [ Bi-lingual (English and Portuguese), very good French, basic Spanish and Italian.

### **Personal & work history:**

#### **Blessed by Gaia (Organic Skin Care)**

**2015 – Present**

##### **(Owner)**

- [ Manufacturer;
- [ Creating new organic cosmetics;
- [ Managing the website and media products.

#### **Parents' Right Choice - Childminding**

**2012 – Present**

##### **(Owner)**

- [ Managing commercial proposals and contracts;
- [ Defend the interests of children and taking decisions in their best interest;
- [ Organising events and activities that would beneficiate children of different stages and backgrounds;
- [ Managing the budget and administrative work (OFSTED reports, daily activities records, etc);
- [ Responsible for the Health and safety area (First Aid and Fire Warden).

#### **The Royal Institute of British Architects**

**2011**

##### **(Library Business Coordinator - PA to the BAL Director)**

- [ Providing effective, proactive and broad PA support to the BAL Director;
- [ Providing Administrative leadership, managing diaries, emails and travel arrangements;
- [ Dealing with commercial proposals and contracts;
- [ Monitoring the BAL financial and administrative sectors;

- [ Proactive Liaison with the RIBA Business Services (HR, Facilities, ICT, etc);
- [ Monitoring and managing operational and strategic meetings;
- [ Overseeing the production of monthly and quarterly reports required by senior management;
- [ Acting as a Library's Data Protection Champion;
- [ Managing and monitoring a "Directors' Action List", liaising with senior staff to ensure agreed actions and deadlines are adhered to.

**The Royal Institute of British Architects**

**2010 – 2011**

**(PA to the Policy and International Relations Director and providing support for the President's office)**

- [ Providing effective, proactive and broad PA support to the PIR Director;
- [ Providing Administrative leadership, managing diaries, emails and travel arrangements;
- [ Dealing with commercial proposals and contracts;
- [ Monitoring the PIR financial and administrative sectors;
- [ Proactive Liaison with the RIBA Business Services (HR, Facilities, ICT, etc);
- [ Monitoring and managing operational and strategic meetings;
- [ Overseeing the production of monthly and quarterly reports required by senior management;
- [ Writing minutes and notes;
- [ Managing and monitoring a "Directors' Action List", liaising with senior staff to ensure agreed actions and deadlines are adhered to;
- [ Providing support for the RIBA President's office.

**Citizens Advisors Bureau**

**2010**

**(Receptionist/Administrative)**

- [ Volunteer work;
- [ Managing correspondence;
- [ Dealing with the public.

**Innovation Success**

**2009**

**(PA to the CEO)**

- [ Producing commercial proposals and contracts;
- [ Managing information selection;
- [ Managing improvement projects;
- [ Developing Marketing studies about the work market;
- [ Management of the structure.

**Cardif – BNP Paribas, ACE**

**2008 – 2009**

**(PA to the Financial Director)**

- [ Providing Administrative support, managing diaries and emails;
- [ Managing meetings and travel arrangements;
- [ Billing, charging and payment to suppliers;
- [ Updating of Financial accounts and checking current accounts;
- [ Maintenance of the company's documentation archive;
- [ Stock management.

**AEISPA**

**2007 – 2008**

**(PA to the CEO)**

- [ Providing effective, proactive and broad PA support to the CEO;

- [ Managing the financial and administrative sectors;
- [ Providing Administrative leadership, managing diaries, emails and travel arrangements;
- [ Managing commercial proposals and contracts;
- [ Development and coordination of a new Students residence.

**Private Language Lessons**

**2002 – 2009**

**(Private Tutor)**

- [ Tutoring both children and adults;
- [ Private lessons of Portuguese, French and English;
- [ Areas covered: Grammar, Vocabulary, Accent and Culture.

**Shopping Centre Agualva Cacem**

**2001**

**(Shopping Centre’s Manager Internship)**

- [ Managing the shopping centre;
- [ Development and coordination of Shopping centre’s improvement projects;
- [ Managing Proposals and Contracts;
- [ Responsible for the Health and safety area (First Aid and Fire Warden);
- [ Managing the financial and administrative sectors;
- [ Monitoring and managing operational and strategic meetings;
- [ Managing both suggestions and complains.

**Education & Qualifications:**

**First Aid Courses**

**2011**

- [ First Aid Training Course

**MSS Health and Safety**

**2011**

- [ Fire Warden Training Course

**Portuguese Catholic University – Lisbon, Portugal**

**1999 – 2005**

- [ Degree in Applied Foreign Languages to Economics, Management, Law and Culture

**Alliance Française – Lisbon, Portugal**

**2003**

- [ Delf Certificate

**INEPI – Lisbon, Portugal**

**1992**

- [ IT for users certificate

**Interest & Hobbies:**

In my spare time I love to read, especially History books, travel, go to museums, dog friendly parks, dancing, socializing with my friends and family. I love Art as it has always been present in my life, due to my father being an Architect, Artist and Art Curator. I also practice Martial Arts and do cosplay with my family and friends.

