




## Ana Rafaela Cañete

**Nationality:** Portuguese

### CONTACT

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### ABOUT ME

I am a Dance Artist: I can turn around at the point of my toes while still keeping a perfect balance that I can control to loose and recover (innovative and adaptable time and activity management). I learn sequences fast and perform clearly and almost effortless and I persist onto perfection with discipline (fast learner, focused and methodologic). I can lead my dancers to follow my steps in order to create a sequence that will perfectly follow the rhythm in perfect harmony (teamwork, team leading and flow management).

### WORK EXPERIENCE

**13/12/2020 – CURRENT** Lisbon, Portugal

#### IT Business Analyst BNP Paribas

- Support of multinational business project against set business targets.
- Operations control and implementation of operational procedures;
- Risk management of payment procedures, contract mid-term termination management;
- Data Analysis and Processing (sensible Data processing under the GDPR law);
- M05 (administrative documents) and Distinte (payments invoices) activity management, reporting and control;
- Involved in the managed activities and acting as an active part of the process flow, engaging in communication with stakeholders in order to inform and suggest changes to improve process and consequently SLA's.

- EXCEL data control

**09/07/2017 – 10/12/2020** Lisbon , Portugal

#### Operations and Control Support for Italy Operations and Account Manager Cardif BNP Paribas

Support of multinational business project against set business targets.  
Operations control and implementation of operational procedures;  
Risk management of payment procedures, contract mid-term termination management;  
Data Analysis and Processing (sensible Data processing under the GDPR law);  
M05 (administrative documents) and Distinte (payments invoices) activity management, reporting and control;  
Involved in the managed activities and acting as an active part of the process flow, engaging in communication with stakeholders in order to inform and suggest changes to improve process and consequently SLA's.

**12/2005 – 08/2010** Lisbon and surroundings, Portugal

#### Exercise and physical education Self employed

Pilates, Low Pressure Fitness, Posture, SGA, Miofascial work:

Client Portfolio management;  
Schedules and yearly lesson plans management;  
Promotion Events Organization;  
Client communication;  
Exercise prescription according to clients needs and objectives.

**04/02/2014 – 04/02/2017** Lisbon, Portugal

#### Service Desk Representative Xerox

Customer focused service: IT remote assistant for Italy, UK and France;  
Proactive supplies management;  
E-SAP ordering and control;  
Multinational environment

**06/2012 – 05/2013** Florence, Italy

● **Producer Assistant: Cultural Events** Compagnia Virgilio Sieni

Press Release Organization; **Site inspection, mapping and inventory**; Invitations and reservations management; **Booking; Budgeting (low budget projects)**; Artists Accommodations management; Figurines; Guest and Public Reception Organization; Technical team assistant, for the following projects:

- Progetto LIM, Produzione Fosca Associazione Culturale, Spring 2013, Centro commerciale Le Piagge; Florence
- Rattignan/Glumphoboo di Caterina Poggesi, Produzione Fosca Associazione Culturale, from 24/07 to 03/05 2013, Teatro della Pergola, Florence
- Festival Cerbiatti del nostro futuro, Compagnia Virgilio Sieni, November 2012, Florence
- Cenacoli Fiorentini (Firenze estate), Compagnia Virgilio Sieni, July 2012, Florence

## EDUCATION AND TRAINING

**04/2022 – 11/2022** Lisbon, Portugal

● **Post-Graduation in Health Project Management** ENSP

Website <https://www.ensp.unl.pt/cursos/pos-graduacoes/gestao-de-projetos-em-saude/>

**2021 – 2022** Lisbon, Portugal

● **Post-Graduation One Health** ISAMB

Website <https://www.medicina.ulisboa.pt/ii-curso-pos-graduado-one-health-saude-humana-saude-animal-e-saude-ambiental>

**2021 – 2021** Lisbon, Portugal

● **Specialization in Epidemiology** IHMT

Website <https://www.ihmt.unl.pt/education/epidemiologia/>

**01/2020 – 06/2020**

● **BLICS: Blended Learning Introduction to Clinical Studies** Faculdade de Medicina da Universidade do Porto

Website [https://sigarra.up.pt/fmup/pt/CUR\\_GERAL.CUR\\_VIEW?pv\\_ano\\_lectivo=2021&pv\\_origem=CUR&pv\\_tipo\\_cur\\_sigla=CFC&pv\\_curso\\_id=14841](https://sigarra.up.pt/fmup/pt/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2021&pv_origem=CUR&pv_tipo_cur_sigla=CFC&pv_curso_id=14841)

**2018 – 2019** Porto, Portugal

● **Post-Graduation in Rehabilitation in Sports and Exercise Medicine** FMUP

Website [https://sigarra.up.pt/fmup/pt/cur\\_geral.cur\\_view?pv\\_curso\\_id=2401&pv\\_ano\\_lectivo=2023&pv\\_tipo\\_cur\\_sigla=&pv\\_origem=CUR](https://sigarra.up.pt/fmup/pt/cur_geral.cur_view?pv_curso_id=2401&pv_ano_lectivo=2023&pv_tipo_cur_sigla=&pv_origem=CUR)

**11/2012 – 03/2013**

● **Technical course on Communication and Cultural Project Management**, Qualitas Forum SRL

Website <https://www.qualitas.org/corsi/>

**09/2006 – 07/2008**

● **Post- Graduation in Culture, Communication and Information Technologies** ISCTE

Website <https://www.iscte-iul.pt/curso/13/mestrado-comunicacao-cultura-tecnologias-informacao>

**09/2001 – 12/2005**

● **Bachelor in Dance Sciences** Faculdade de Motricidade Humana

Website <http://www.fmh.ulisboa.pt/pt/licenciaturas/danca>

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Portuguese

## Other language(s):

### English

**Listening** C2

**Reading** C2

**Writing** C1

**Spoken production** C1

**Spoken interaction** C2

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### Italian

**Listening** C2

**Reading** C2

**Writing** C1

**Spoken production** C1

**Spoken interaction** C2

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### French

**Listening** B2

**Reading** C1

**Writing** B1

**Spoken production** B2

**Spoken interaction** B1

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

### SOFT SKILLS

Critical thinking | Organizational and planning skills | Team-work oriented

### MANAGEMENT SKILLS

Gantt Project | Microsoft Office, Microsoft Visio, Microsoft Project | Strategic Planning

### TECHNICAL SKILLS

Microsoft Powerpoint | Analyze Data Using SPSS | Microsoft Office | Microsoft Excel | Lotus Notes/  
Domino | Research and analytical skills | - SAP – Intermediate

## VOLUNTEERING

**08/2010 – 07/2011** Officina Giovani del Comune di Prato

**European Volunteer Services**