



# Cátia Fernandes

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**Date of birth**: 18/06/1980 **Nationality**: Portuguese

## ABOUT ME

License degree in Social & Organizational Psychology, specialized in Human Resources. My work experience is based in **Project Management**, working diverse areas, from **IT implementation, change management and organization's process design**, with a strong focus on the business needs, ensuring a balance between financials aspects and employee motivation, focusing on **cost avoidance**.

I'm strong in **stakeholder management** with good **negotiation** skills achieving win-win results with a **problem solving mindset**, and driven by **innovative solutions**.

## WORK EXPERIENCE

[ 10/2004 – 01/2006 ]

### Recruitment & Selection Trainee

**Portuguese Air Force Psychology Centre** [www.emfa.pt](http://www.emfa.pt)

**City**: Lisbon | **Country**: Portugal | **Name of unit or department**: Portuguese Air Force Psychology Center

Recruitment, assessment and Selection of different candidate profiles to the Portuguese Air Force.

[ 09/2006 – 12/2006 ]

### Human Resources Consultant (part-time)

**Health Care Consulting**

**City**: Vienna | **Country**: Austria

- Recruitment and Selection Model based in "Triune Brain" theory.

- Implement a new pre-evaluation/selection instrument based on the Triune Brain theory.

[ 09/2006 – 12/2006 ]

### Organizational Psychology Researcher (part-time)

**University of Vienna of Austria**

**City**: Vienna | **Country**: Austria

Research in Organizational Psychology field of study "Quality of pilots' working environment at airplane cabins"

[ 04/2007 – 04/2008 ]

### Human Resources Aviation Consultant

**SLOT, human resources**

**City**: Lisbon | **Country**: Portugal

Aviation Account Manager

-Temporary workers management;

-Recruitment, selection and hiring procedures;

-Sales and negotiation for new accounts.

[ 11/2008 – 07/2011 ]

### Human Resources Manager / Meta4 HR System Consultant

**Partner Solutions**

**City**: Lisbon | **Country**: Portugal

Partner Solutions, an IT small business with approximately 60 employees.

Due to the small dimension of the organisation, I held simultaneously the position of:

-HR Department Lead - recruitment&selection, contracts, legal issues and support to employees;

-Meta4 HR System Consultant for Partner Solutions clients - Functional Implementation of Meta4 for Partner solutions clients together with Human Capital Management Team.

[ 09/2011 – 03/2012 ] **Human Resources management**

***MSC Mediterranean Shipping Company***

**City:** Lisbon | **Country:** Portugal

- HRIS / HR Management System Implementation Meta4 - Payroll and Employee Portal;
- Data collection and survey regarding Compensation and Benefits, Appraisal and Training;
- Payroll support during test phase / Management system transition;
- Labour Law compliance during Management system implementation;

[ 03/2011 – 11/2012 ] **Human Resources Senior IT Consultant (part-time)**

***Firians IT - Consulting***

**City:** Lisbon | **Country:** Portugal

Functional Implementation of Human Resources Information System (Meta4)

Ensure Legal Compliance in Meta4 implementation

Re-design HR Processes

HR Strategy based on Competency Models

Recruitment and Selection

Training

Career Management

Health and Safety Compliance

[ 12/2013 – 09/2014 ] **Human Resources Information System Specialist – HRIS**

***AbbVie, Lda - Biopharmaceutical Company***

**City:** Lisbon | **Country:** Portugal

As Human Resources Information System Specialist (HRIS), reporting to the HR director I was responsible for the implementation in Portugal for the HRIS SAP system and Payroll:

Worked in a International Team to implement at a local level SAP HCM, Payroll and Workday;

Ensured Global HR systems project smooth transition to local procedures;

Ensured compliance with local legislation.

[ 10/2014 – 06/2019 ] **Fleet, Facilities & Environment, Health & Safety Manager**

***AbbVie, Lda - Biopharmaceutical Company***

**City:** Lisbon | **Country:** Portugal

As Fleet, Facilities & Environment, Health & Safety Manager, I was responsible for implementing at the portuguese affiliate all projects and contracts (with external providers) together with european managers and headquarters at Chicago:

- Startup of Fleet, Facilities & EHS departments;
- Master agreements negotiation with suppliers;
- Financial reporting;

- Responsible for the implementation of local policies and programs in collaboration with headquarters and european Centre of Excellence;
- Business Continuity Plan / Crisis Team.

[ 01/2020 – 04/2021 ] **Senior Consultant / Project Manager**

***Experience Consulting***

**City:** Lisbon | **Country:** Portugal

Implementation of custom made project in small and medium enterprises in Portugal and Spain. The projects consisted in management advisory mainly in HR from my side and Finance and Commercial Areas (my business partners);

Main activities:

- Remote Work (policies and process redesign);
- HR coaching;
- Change Management.

[ 04/2021 – 03/2022 ] **Personal assistant to the Minister of Infrastructure and Housing**

***XXII Portuguese Government***

**City:** Lisbon | **Country:** Portugal

- Direct support to all activities regarding the Minister;
- Support the Chief of Staff and all cabinet members in different activities regarding the Cabinet general management;
- Contact with other governmental ministries and different departments in the Presidency of the Council of Ministers regarding all supporting activities of the Cabinet.

[ 04/2023 – 04/2024 ] **Personal assistant to the Secretary of State for Housing**

***XXIII Portuguese Government***

**City:** Lisbon | **Country:** Portugal

- Direct support to all activities regarding the Secretary of State;
- Support the Chief of Staff and all cabinet members in different activities regarding the Cabinet general management;
- Contact with other governmental cabinets and different departments in the Presidency of the Council of Ministers regarding all supporting activities of the Cabinet.

[ 05/2024 – Current ] **Human Resources Management**

***ADENE - Agência para a Energia***

**City:** Lisbon | **Country:** Portugal

- Needs assessment and implementation of Information Systems applied to Human Resources Management;
- Change management support;
- Implement and support the internship program;
- Compensation and benefits;
- Support the design of function profiles;
- Recruitment and selection;
- Performance evaluation;
- Mandatory reports;
- Training and welcoming new workers.

## EDUCATION AND TRAINING

[ 09/1999 – 01/2006 ] **License degree in Social & Organizational Psychology**

**Instituto Superior de Psicologia Aplicada (ISPA)** <https://www.ispa.pt/>

**City:** Lisbon | **Country:** Portugal | | **Final grade:** Degree | **Level in EQF:** EQF level 6  
| **Thesis:** Core competencies of Portuguese Air Force Officers

Degree in Social & Organizational Psychology, specialized in Human Resources Management.

Consists in a 5 years training (previous to Bologna agreements).

[ 2012 – 2012 ] **Advanced Microsoft Excel**

**Citeforma** <https://www.citeforma.pt/>

**City:** Lisbon | **Country:** Portugal | **Field(s) of study:** Information and Communication Technologies

[ 2020 – 2020 ] **Project Management Professional (according to Project Management Institute)**

**Linkedyn** <https://www.linkedin.com/learning/>

**City:** Lisbon | **Country:** Portugal |

Project Management according to PMI (Project Management Institute)

[ 2012 – 2012 ] **Certified Trainer nr. F595267 - 90 hours duration**

**Portuguese Oficial Employment Institute**

**City:** Lisbon | **Country:** Portugal |

[ 2012 – 2012 ] **Labour law - 215 hours duration**

**Citeforma** <https://www.citeforma.pt/>

**City:** Lisbon | **Country:** Portugal |

[ 2011 – 2011 ] **HR Administrative Management - 170 hours duration**

**Citeforma** <https://www.citeforma.pt/>

**City:** Lisbon | **Country:** Portugal |

[ 2013 – 2013 ] **HR Strategic Management - 170 hours duration**

**Citeforma** <https://www.citeforma.pt/>

**City:** Lisbon | **Country:** Portugal |

[ 2016 – 2016 ] **Designated worker (Environment Health & Safety)**

**Nova Etapa** <https://nova-etapa.pt/>

**City:** Lisbon | **Country:** Portugal |

[ 2012 – 2012 ] **Quality Standard for HR department**

**Citeforma** <https://www.citeforma.pt/>

**City:** Lisbon | **Country:** Portugal |

## LANGUAGE SKILLS

**Mother tongue(s):** Portuguese

**Other language(s):**

**English**

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

**Spanish**

LISTENING A1 READING A2 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

## **French**

**LISTENING A1 READING A1 WRITING A1**

**SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1**

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

## **DIGITAL SKILLS**

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### **My Digital Skills**

Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Project management tools (Trello, Hive, etc.) | Certificado Meta4 PeopleNet - Meta4 | Primavera (Basics) | Proficient with Human Resource Management Systems and policies (Workday, Kronos) | Social Media including Facebook , WhatsApp and Twitter

## **ORGANISATIONAL SKILLS**

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**Good analytical skills**

**Problem solving**

**Stakeholder management**

**Leadership**

**Goal-oriented**

**Experienced in multidisciplinary teams**

## **COMMUNICATION AND INTERPERSONAL SKILLS**

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**Empathy**

**Emotional intelligence**

**Team Work oriented**

**Good communication and writing skills**

**Flexibility**

**Experience with multicultural teams**

## **HOBBIES AND INTERESTS**

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### **Fotografy**

I focus mostly on landscapes, when fotografing peolple, i enjoy catching spontaneous and meaningful moments.

### **Reading**

For me reading is a way to complete my technical knowledge with different perspectives about the theme I'm researching.