



## Ana Sofia Vinhas Monteiro

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**Place of birth:** Coimbra, Portugal **Gender:** Female **Phone:** (+351) 969996366

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**Home:** Lisboa (Portugal)

### EDUCATION AND TRAINING

#### Master of Science in Business

*Catolica Lisbon School of Business and Economics* [ 29/08/2022 – 03/05/2024 ]

Thesis: Robotics in the Neurosurgery Activity: The impact of new technologies in the workforce

#### Undergraduate Degree in Biomedical Engineering

*University of Coimbra* [ 16/09/2019 – 26/07/2022 ]

### WORK EXPERIENCE

#### Operational Excellence Trainee

*Hovione* [ 01/09/2024 – Current ]

Name of unit/department: Operational Excellence

Supporting the implementation of continuous improvement strategies to Pharmaceutical operations, focusing on optimizing processes.

#### Management Development Intern

*Jerónimo Martins* [ 14/12/2023 – 13/06/2024 ]

### PROJECTS

[ 01/02/2022 – 31/01/2023 ]

#### Head of Talent Management Department

I was responsible for managing a local committee of 30 people, planning and implementing 2 recruitment campaigns, the onboarding processes for members and team leaders, and performance management strategies, working in synergy with front-office heads of departments. I was able to develop my strategic thinking and crisis management skills.

[ 07/07/2021 – 01/02/2022 ]

#### Team Leader of Global Talent for Youth

I managed the development of the Global Talent Program, co-handling the International Relations between Coimbra and our partners. I also led a team of 3 people who were implementing Standard Operating procedures to attract and approve potential candidates to our internship opportunities. With this role I was able to develop leadership skills like decision making, adaptability and problem-solving skills.

### LANGUAGE SKILLS

**Mother tongue(s):** Portuguese

**Other language(s):**

English

**LISTENING** C1 **READING** C1 **WRITING** C1

**SPOKEN PRODUCTION** C1 **SPOKEN INTERACTION** C1

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