



MÓNICA CARVALHO

ADMINISTRATION SERVICES @TERINOV

PROFESSIONAL PROFILE

Proactive individual with good organizational skills, and a strong sense of responsibility.

CONTACTS

(+351) 295 249 400

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Canada de Belém, 9700-702 Terra Chã

PROFESSIONAL EXPERIENCE

Administrative Assistant

TERINOV – Science and Technology Park from Terceira Island

- Organization and execution of administrative tasks
- Operational support to the management team and to all companies and projects established here in the park
- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors around the organisation

Receptionist

CENTROVIA – Centro de Inspeção de Viaturas dos Açores, Lda.

- Customer inspection appointments
- Backoffice services
- Operational support for inherent tasks
- Answering and directing phone calls to relevant staff

Commercial Secretary

296 Automóveis Concessionário – Grupo Peugeot

- After-sales service
- Execution and control of car sales contracts
- Answering and directing phone calls to relevant staff