



## CURRICULUM VITAE

### Contact Information

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#### Objective

Seeking a position where I can apply my professional and educational experience acquired

#### Experience

Senior administrative specialist with 20+ years of experience. Looking to leverage my knowledge and experience.

#### Corporate Legal Secretary

Uria Menéndez - Proença de Carvalho Law Firm Lisbon, Portugal  
From January 2018

Assistant to the CEO/ President and partners.

Handle highly sensitive and confidential information. Set up large meetings, conference calls, manage schedules documents. File, organize, scan, copy and fax legal documents and schedule court depositions. Process third party and vendor invoices. File documents with the court ahead of deadlines and calendars, screen and take calls, make travel arrangements for attorneys, transcribe and proofread legal.

**Project Administrative Officer**

UNEP, United Nations Environmental Programme - Geneva, Switzerland

From July 2014 until September 2014

Support to day-to-day management and operations of the Disaster Risk Reduction Secretariat;

Support the Post conflict and Disaster's Management Branch's Communications outreach activities;

Support UN Environment's other Disaster Risk Reduction related activities.

Support UN Human Resources Director in the recruitment process.

**Senior Executive Assistant**

Odebrecht International, Lisbon, Portugal

From March 2011 until August 2012

Assistant to the CEO/ President.

Offering high level administrative support to the President as well as the Financial and Administrative Manager and several other leaders who oversee organization strategic initiatives. Duties include providing admin support as well as coordinating and implementing projects and activities, preparing materials for meetings, taking minutes for meetings, producing detailed reports, updating personnel files, and day-to-day office management. Set up large meetings, conference calls, manage schedules and calendars, screen and take calls for the executive team and handle sensitive or confidential information. Extend complete support to visitors and delegations, process visas and HR duties as Expatriation, mobilization/demobilization/ contracts, visas and travel arrangements.

**Senior Executive Assistant**

Odebrecht International, Tripoli, Libya

September 2009 until February 2011

High level administrative support to the President as well as the Financial and Administrative Manager and several other leaders who oversee organization

strategic initiatives. Duties include providing admin support as well as coordinating and implementing projects and activities, preparing materials for meetings, taking minutes for meetings, producing detailed reports, updating personnel files, and day-to-day office management.

Administrative support to office tasks: international and local meetings organization in terms of logistics and secretarial and handle sensitive or confidential information. Manage schedules and calendars, screening and taking calls for the executive team.

Extend complete support to visitors and delegations including visas and travel arrangements. Assist the HR director on expatriation, mobilization and demobilization of personnel.

Establishment of a streamlined process to provide visa application and a travel system that would be effective in Libya. Contributed to an evacuation plan applied to the evacuation of 3.000 employees from Libya during the civil war (Feb 2011).

### **Secretary of Ambassador and Head of Consular Department**

Portuguese Embassy in Libya

September 2007 until August 2009

Provide administrative support to the Ambassador of Portugal including Agenda management, arrangements for appointments and meetings and coordination of representational activities. Assist Visits and the preparation of programs for incoming VIP visitors to Libya and senior Libyan visitors to Portugal.

Coordinate travel and accommodation bookings. Presence in local government events representing the Embassy in the signature of contracts with Portuguese companies or any other cultural, political events.

Produce background information briefs for Embassy activities including research on individuals, history, current events, commercial activities and topical issues.

Liaison with Libyan authorities and Government representatives.

Management of the contacts database.

Preparation of financial boards related with Funds management, logistical support to incoming visitors, set up large meetings, conference calls, manage schedules and calendars, screening and taking calls. Handle sensitive or confidential information.

As the Head of Consular department: Received a training in consular procedures and regulations and visa request and I was actively involved in setting up standard

processes and procedures in liaison with the Portuguese Ministry of the Foreign affairs. Assist the European Union monthly consular meetings together with all other EU representations. Handle sensitive or confidential information. Established communication with firms, trying to penetrate markets in Libya.

### **Senior Executive Assistant and trading**

Tradimpex - Imports and Exports, Ltd

August 2004 until August 2007

Assistant to the CEO/ President.

Administrative support to office tasks: set up international and local meetings in terms of logistics and secretarial tasks.

Supporting the trading function maintain accurate records of trades

Support the trading function with accurate execution records

Support with bank liaison including making of payments and management of currency contracts. Support the operations function with accurate execution information.

Support the operations function maintain departmental records including accurate and up to date stock records. Support planning and logistic activities

Support with customer liaison activities including invoicing, credits and customer queries.

Managing the preparation and distribution of information and reporting requirements for Trading and Operations teams.

Ensuring that all records are in line with procedural regulation.

Maintenance and prioritization of administration and relevant reporting and planning systems.

### **Secretary to the CEO/ President**

Akzo Nobel Coatings Ltd

August 1992 until August 2004

Setting up large meetings, conference calls, managing the schedule and calendar of the executive, and screening and taking calls for the executive. Handle sensitive or confidential information.

## **EDUCATION**

### **Master degree in Environmental Citizenship and Participation**

Lisbon Open University

From October 2013 until December 2017

Identify the methodologies and dominate the resources to implement projects in Environmental Citizenship, Environmental Participation and ESD.

Learned to apply:

The theoretical and practical competencies in Research Methodologies;

The Environmental Citizenship, The Environmental Public participation and ESD concepts and practices; Bibliographic Research methodologies and resources in a Project elaboration; Specified an MSc Dissertation Research Project.

Learn to develop and evaluate scientific criticisms regarding environmental issues at National and International context.

### **Bachelor degree in Social Sciences - minor in political and administrative science**

Lisbon Open University

From September 2009 until August 2012

Disciplines and areas of study:

Anthropology, Economics, Economic History, Psychology, Management, Human Resources, Demography, sociology, Environmental Law, Administrative Law, International Relations, European Law, Administrative law

### **Diploma in Diplomatic Studies**

Lisbon Law University

March, 2015

## **LANGUAGES**

**Portuguese:** Native Speaker

**English:** Highly proficient in speaking and writing

**French:** working knowledge

**Spanish:** Working Knowledge

**Arabic:** working knowledge

## **SKILLS**

interpersonal, communication, computer, administrative, or customer service, Commercial and Adaptive .