

Melissa Fernanda Alves
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37 years old
07/17/1977
Brazilian
Single, No Children
E-mail: mel_alves@hotmail.com

Acting in Real Estate, Facilities, Contracts, Property / Office Management.

SUMMARY OF QUALIFICATIONS

Seventeen years professional experience in multinational companies, in real estate issues, acting as a Manager for ten of those.

Experience in developing and implementing Real Estate processes all over the country.

Responsible for the negotiations and opening of 100 Wal-Mart stores in Brazil, in 2009.

Experience in project management for new stores according to the PMI rules – Project Management Institute.

Recruiting & Selection

Team management (16 employees). Expertise in facilities, budget control, including 5 year plan and business plan, events and simultaneous translations (Portuguese / English).

Full availability for trips, including acting in other states or countries.

Fluent English certified by the London Chamber of Commerce and Industry, Examinations Board.

SCHOOLING BACKGROUND

MBA – Fundação Getúlio Vargas – São Paulo/SP – To be concluded in Dec/2015.

Graduation – Law School – Universidade Paulista – Concluded in 2001.

Fluent English certified by the London Chamber of Commerce and Industry, Examinations Board.

Complementary courses - PMP certification, preparatory course;

Real Estate Law: FMU, concluded in 2008.

Sabbatical period, travel around the world (2013).

PROFESSIONAL BACKGROUND

OHT – One Hour Translation – São Paulo – SP

Professional translation services for 75 languages on a 24/7 basis

Function: Translator

Period: From May 2015, up to the present moment.

Cushman & Wakefield– São Paulo – SP

Privately held commercial real estate services firm. Founded in 1917, it has 250 offices in 60 countries.

Function: Broker – Agency Leasing

Period: From April, 2014 up to Dec.2014.

EDP Energias de Portugal – São Paulo – SP

The biggest energy company in Portugal.

Function: Assets/ Real Estate Manager

Period: From August 2011 up to Sept. 2012.

Main activities:

- * Responsible for internal and external management of issues related to all the real estate processes, I coordinated the construction and implementation of the restructuring and strategic real estate planning such as evaluating and selling properties which are not being used by the company.
- * I coordinated a team consisting of 6 people and 3 external consultancies.
- * Responsible for the control of the lease terms and all the real estate contracts, terminations, payments of taxes, permits, strategic plans against intruders in our lands, along with the asset protection team.

Wal-Mart Brasil Ltda – São Paulo – SP

The biggest retail market in the world.

Function: Project Manager / Real Estate Contracts Manager – Development Dept. Southeast and Northeast regions (Brazil).

Period: From October 2009 up to May, 2011

Main activities:

- * Development of the project plan, management of the project stakeholders and the team, management of risks, budget, schedule and conflicts, in order to accomplish the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which are cost, time, and quality, with full responsibility and authority required to complete a project.
- * Participating directly in activities that produce the end result, but rather strives to maintain the progress and mutual interaction and tasks of various parties in such a way that reduces the risk of overall failure, maximizing benefits and restricting costs.

Function: Real Estate Manager (Contracts) – Development Dept. Southeast, South and Northeast regions (Brazil).

Period: From September 2007 up to October 2009.

Main activities:

- * Responsible for all the Real Estate contracts (signing, confirming the deal, dealing with the Landlords until the grand opening of each store).
- * Responsible for the opening of 100 stores in Brazil in 2009 which led me to a promotion to become a Project Manager.

Function: Bilingual Coordinator – Legal & Corporate Affairs

Period: From July 2005 up to September 2007.

Main activities:

- * Preparation and revision of internal Communications of the Legal Department;
- * Inspection and correction of the internally published articles at the murals of the Home Office;
- * Preparation of extrajudicial notifications;
- * Budget control (both Departments), responsible for the 5 Year plan and annual business plan;
- * Integrant of CIPA and Fire Brigade from the Central Office of Wal-Mart Brasil;

HQ Global Workplaces (Brasil S/C Ltda) – São Paulo – SP (Current Regus)

The biggest facilities company of intelligent offices branch, that provides all infrastructures, bilingual support team and logistics, in order to that the multinational companies in expansion process can establish themselves in Brazil.

Function: Operations / Facilities Manager of the *Dacon* Unit in São Paulo

Period: From October 1999 to May 2005

Main activities:

* General management of one of the units in Brazil, including the Trade Department, responsible for the support to multinational companies interested in acting in the Brazilian market and in more than 450 locations of HQ all over the world, offering offices, meeting rooms, all infrastructures of services and Videoconferences.

* Average occupation of 90% during the whole managerial time;

* Control of every contracts, terms, rescissions, cessions, and contractual addendums.

* Recruiting & Selection – Team management with 16 employees.

Function: Sub-Manager - Period: From December, 1996 up to September, 1999.

Main Activities:

*Typing and billing control of this unity, including the issuance of reports, invoices, bills, cash flow, Videoconference meetings and simultaneous translations. Responsible for the unit at the Management absence.

COMPLEMENTARY INFORMATION

- English – fluent (Reading, writing and conversation) Course concluded in Florida, US, in 1994. ***Certified by LCCI-EB – London Chamber of Commerce and Industry.***
- Good knowledge of Spanish.
- Many works as a bilingual receptionist, from 1993 to 1996, in big fairs such as: Salão do Automóvel [Automobile Saloon], Comdex, Fenasoftware, Telexpo, Feira Internacional de Esportes [Sports International Fair], representing the companies: Folha de SP, Daewoo Motor, Brasoftware, Oetker, Creative Labs, Brother.
- Representative of the “Jasmine” character of Walt Disney in Brazil, in 1993.
- Trips: England, Scotland, Ireland, Spain, Portugal, France, Italy, Canada, USA, Argentina, Chile, Mexico, Australia, New Zealand, Bolivia, Paraguay, Russia, Holland, Germany, Austria, Hungary, Thailand, India, Singapore, Malaysia, Indonesia, Qatar, Vietnam.
- Full availability for trips, including acting in other states or countries.
- Expertise in Information Technology: Windows, Internet, Law Pack, Microsiga, SAP.
- *Leader Training* held in São Paulo in September/2010, by Núcleo Ser;
- Leisure: Travel, cinema, yoga, music, gastronomy, reading, scenic arts, swimming.
- Volunteer work: Six years at “Casa do Zezinho” in Capão Redondo, São Paulo. Teaching Portuguese and English, painting walls and gates, gardening, cooking... Basically, helping people!