

PERSONAL INFORMATION

Rui Carmo Jacinto Pedro



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WORK EXPERIENCE

01/03/2018–Present

Mechanical engineer

Azpolinke, Lda.

Identify and define all management and technical functions and establish their parameters, ensure that all systems, procedures and controls are properly established and carried out throughout the project, establish the responsibilities and duties of all project team members and organise and effectively control their respective functions and performance, including defining all interfaces between members so that they carry out their tasks efficiently, ensure that progressive review takes place in regard to the scope, cost and time of the project so that effective control is achieved, evaluate changes promptly and make recommendations where necessary, evaluate the status of the project at regular intervals, check performance, resolve problems and take corrective action to maintain the project objectives.

Evaluate existing engineering data and information applicable to the project, evaluate the economic feasibility of the project, advise on the selection of the project team and their conditions of engagement. Design concept drawings and reports which will include evaluation of alternative designs, preliminary engineering sketch plans, preliminary specifications for the work, flow diagrams and process charts regarding planning layouts, selection of plant, storage requirements and general functions required in the finished facility, investigation and review of all statutory requirements.

Constant monitoring and review of the project budget throughout design development, documentation and construction stages, to ensure that the project budget is maintained within the agreed limit, establishing cost control and reporting system, carrying out value analysis, life cycle costing, cost–benefit analysis etc as required.

01/09/2017–29/02/2018

Mechanical engineer

Feérica S.A.

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01/06/2012–31/07/2017

Quality Assurance Manager

ULTRA-CONTROLO, Lda., Sintra (Portugal)

Understand and perform tasks described within the Quality System for Management Representative duties. Develop, administer and maintain quality assurance procedures and activities required to ensure that the company's processes and products comply with all applicable quality standards and requirements. Employ quality assurance methodologies in support of engineering, manufacturing and regulatory functions. Develop and implement quality control and inspection procedures for receipt and control of incoming materials, in process materials and final product acceptance activities. Define quality control standards and test; specify test equipment and procedures. Establish and maintain test instrument calibration procedures and maintenance schedules. Establish quality assurance and quality control inspection and testing procedures. Identify quality assurance metrics; analyze and report trends to management. Review and host meetings for nonconforming materials. Active participant in all stages of design development and design control activities, ensuring quality assurance considerations and requirements met. Evaluate requirements for testability, design efficient test cases, and write extensive technical documentation in compliance with all regulatory requirements. Participate in the review of product requirements, design requirements, software requirements specifications, and functional specifications. Assist in Risk Management activities, FMEAs and ensure compliance to standards and regulations Assist in the failure investigation of product complaint. Assist in preparation for and conducting of regulatory agency inspections. Review for completeness and adequacy of the Design History. Conducting internal audits as Internal audit team leader.

01/01/2004–01/03/2012

Product Manager - Procurement

CS – Acessórios, Sobressalentes e Veículos, S.A., Lisboa (Portugal)

Responsible for procurement, stock management, preparation and negotiation of contracts, evaluation of new national and international suppliers, inside and outside the EU. Responsible for managing the annual budget of purchases of two million Euros.

01/10/1997–01/04/2003

Product / Process Engineering

União Metalo-Mecânica, S.A., Queluz (Portugal)

Responsible for design, budgeting, development and optimization of manufacturing processes. Technical drafting of work instructions, using various tools of computer aided design in the context of technical drawing and drafting. Stock management, development of outsourcing budget requests, evaluation and negotiation of suppliers for outsourcing. Significant contribution to the compliance certification of the company with EN ISO 9001.

EDUCATION AND TRAINING

01/09/2005–01/09/2008

Bachelor of Mechanical Engineering

Instituto Superior de Engenharia de Lisboa, Lisboa (Portugal)

Ability to plan and manage complex systems characterized by a strong interaction between the financial, human, organizational and technological variables. Management, planning and production control, management and quality control, product, production systems, automation and robotics design, economic and financial analysis.

27/09/2012–27/09/2012

ISO13485

SGS Portugal, Lisboa (Portugal)

Quality Management Systems/Auditing (ISO 13485:2003,internal auditing)

28/09/2012–28/09/2012

Medical Devices

SGS, Lisboa (Portugal)

Medical Devices: Definition and Classification

Notified Body and Competent Authority

Vigilance

Essential Requirements

Harmonized Standards and their application in Medical Devices design

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

Interaction with others in formal or informal situations, with capacity for dialogue and discussion of ideas. Usually interested in debate and defending points of view in a healthy way. Verbal skills appropriate to different social situations. Ability to adapt to new contexts, be they personal, professional or academic, responding satisfactorily to the demands placed. Promotion of group discussions, encouraging others to express their views and discuss differences in a healthy logic exposure of arguments and presenting possible scenarios for the resolution of problems.

Organisational / managerial skills

Optimization of production flows, optimization of purchasing processes and availability of goods within JIT - just in time management systems. High sense of organization. Ability to manage projects and teams.

Job-related skills

Technical File design, follow up and approval of Medical Devices Class IIa and Class IIb
 Design Master Record updates
 Post Market Clinical Follow Up
 Internal Audit Team Leader
 Risk Management Team Leader

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Proficient user | Proficient user | Proficient user | Independent user | Independent user |

Digital skills - Self-assessment grid

Expert user of Microsoft Office suite, OS, as well as computer aided design and 3D modelling specific software (CAD/CAM). Ability and interest to learn alone all kinds of new software.