

# **GABRIELA DE SOUZA CAMPOS**

Neighborhood: Santa Terezinha - São Bernardo do Campos

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## **Professional Experience**

### **Office Admin Associate**

Side – PTW – 10/2025 – to present day

- Supervise daily office operations and ensure the organization of workspaces.
- Coordinate suppliers, maintenance, and control of supplies and inventory.
- Support the finance department, ensuring timely payments and administrative processes.
- Manage purchases, budgets, and requisitions for materials and services.
- Collaborate with different departments to optimize routines and improve organizational efficiency.

### **Administrative Assistant**

Side – PTW – 03/2025 – to 09/2025

#### **Main Responsibilities:**

- Administrative support in facilities and procurement routines.
- Management of third-party service contracts (cleaning, maintenance, security, among others).
- Monitoring of preventive and corrective maintenance.
- Inventory control of materials and supplies.
- Conducting price quotations and negotiating with suppliers.
- Issuing purchase orders and controlling deliveries.
- Input and verification of invoices in the system.
- Organization and control of administrative documents.
- Assistance to the finance department and budget control of the area.
- Managing internal requests and supporting other departments.
- Monitoring and supporting corporate infrastructure.
- Seeking cost reduction and process improvement.

## **Bilingual Receptionist**

Latini Regulatory Affairs Services Ltd. – 09/2021 to 03/2025 – 3 years and 7 months

- Customer service (Brazilian and foreign) via email, phone, in-person, and WhatsApp.
- Coordination of meetings and assistance to the finance and quality departments.
- Handling correspondence, incoming/outgoing documents, and organization of files.
- Execution of general administrative tasks with a focus on efficiency and organization.

## **Elevator Operator**

Gocil General Services Ltd. – 09/2019 to 03/2020 (6 months)

- Operation and inspection of elevators, transporting passengers and cargo as requested.
- Ensuring the safety and proper functioning of the equipment.

## **Customer Service Assistant**

Orlandex Printing – 12/2013 to 05/2014 (5 months)

- Customer service, receiving and dispatching materials.
- Scheduling and filling out spreadsheets and forms.
- Assisting in financial control and providing administrative support.

## **Education**

- **Bachelor's Degree in Management Processes** – Universidade Anhanguera – Started 01/2022 (Completed up to the 3rd semester)
- **Technical Degree in Nursing** – Universidade Paulista – Completed: 2016
- **High School** – E.E Lívio Xavier – Completed: 2013

## **Courses & Certifications**

- **Microsoft Office Package** (110h) – Fundação Bradesco – Completed: Jan 2025
- **Introduction to Health Surveillance** (100h) – EV.Gov – Completed: Mar 2024

- **Administrative Assistant** (200h) – Federal Institute of Education, Science and Technology – Rio Grande do Sul – Completed: Dec 2023
- **Microsoft Excel 2016 – Basic** (15h) – Fundação Bradesco – Completed: Aug 2022
- **Intermediate English** (312h) – Lancaster School – Completed: 2015

### **Skills & Competencies**

- **Languages:** Intermediate English (Speaking, Writing, Reading); Basic Spanish (Speaking, Writing, Reading).
- **Technical:** Basic Excel, Administrative Processes, Time Management, OMIE System, CRM, PABX.
- **Personal:** Proactivity, Organization, Adaptability, Good Communication.
- **Other:** Availability to relocate.