

Artemis Romano

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**OBJECTIVE: Assistance to Executives,
Elderly People and Translations**

Professional Background

Souza Cruz

Dec/2007 to Apr/2012

Human Resources Senior Management Executive Assistant (5 managers)
Support to the department, with 35 employees (Dec/2007 to Jan/2009)
HR Analyst - Remuneration - Expatriates Area (Feb/2009 to Oct/2010)
Human Resources Analyst - Fundação Albino Souza Cruz (Nov/2010 to Apr/2012)

Editora Alvinegra Ltda.

Jul/2006 to Jun/2007

www.revistapiaui.com.br - Company from Moreira Salles Group
Administrative-Financial Manager

Gilat do Brasil Ltda.

Dec/2004 to Nov/2005

Israeli company in the satellite communication segment

Executive Assistant to the President, responsible for the office's administration and for two employees

Accenture do Brasil Ltda. (temporary)

October 2004

American company in the consultancy and technology segments
Executive Assistant to the Partner Directors, Directors and Managers (total of 38 executives) during the International Futurecom Seminar in Florianópolis/SC

Wintershall do Brasil Serviços Ltda.

Nov/2002 to Aug/2004

German company (BASF Group) in the oil prospection segment
Executive Assistant to the Administrative-Financial Director; visit to the BM-S-14 Platform during drilling activities in Santos Basin, SP.

- **Raytheon Brasil Sistemas de Integração Ltda.**

Aug/1997 to Oct/2002

American company leader in the defense and government electronics, computer, technical services and aviation and special mission aircrafts business segments
Executive Assistant to the Vice-President, Engineering Manager and American visitors, providing support to the SIVAM (Amazon Surveillance System) megaproject; after the Vice-President left the company, in October 2001, I became assistant to the Legal Director.

Other companies: Editora Revinter - Freelance translator; Planet Idiomas - Freelance English Teacher; Transpetro; Brazil-China Corporate Council; Columbia Tri-Star Pictures; Network Consultores Associados; Pepsi-Cola International (Latin America Division - LAD - 2 years); Mitsubishi Corporation do Brasil S.A.; Pecten do Brasil Serviços de Petróleo Ltda.; Norsul Offshore S.A.; Banco Chase Manhattan; CNEN - Conselho Nacional de Energia Nuclear (temporary); Time-Life International do Brasil Ltda. (5 years); English Teacher - Space English; Consórcio de Construção Albras/Alunorte (5 years) - vice-president; Vale do Rio Doce Navegação Ltda. - DOCENAVE; Julhel Comércio, Artesanato e Confecções.

Professional Experience

- Worked as Office Manager, coordinating and supervising the administrative area, performing the following tasks: job approval; supplier selection, service quotation through biddings, supply, electronic equipment, furniture and office supply purchasing; warehouse administration and maintenance of equipment.
- Managed the administrative-financial area, performing the following: suppliers' and collaborators' payment, Accounts Payable, Accounts Receivable and Treasury financial routines using Internet Banking and RADAR integrated system, performance of accounting and tax entries; bank reconciliation; cash flow; planning, acquisition and management of financial resources; tax collection (IR, PIS/COFINS/CSLL, INSS); suppliers' payment and debt negotiation; exchange contracts; elaboration of managerial reports; organization of files and accounting documents for external accounting; relationship with financial institutions.
- Managed the HR area, performing the following: recruiting, hiring, training, dismissal, medical exam, payroll, administration and explaining of benefits to employees (health plan, meal and transportation vouchers, etc.), maintenance of personnel records, filing, provision of suggestions regarding the company's policies, procedures and documentation.
- Kept records; received, wrote, edited, compiled, filed and sent mails and presentations in general; had access to confidential mails; managed the immediate superiors' daily schedule and e-mails; sorted phone calls; planned national and international trips; processes expense reports; organized meetings and events; categorized expenses within their cost centers.
- Performed translation of documents from English to Portuguese and Portuguese to English, not only to companies where I worked, but also to multinational companies in the oil, health care, technology, legal segments as freelance.
- Provided assistance to newly arrived foreigners to Brazil, arranging entry visas or their renewal, and Brazilian documentation, managing basic needs such as: international moves, housing, family meetings, school, courses, membership in clubs, and also arranging their leaving of Brazil, receiving and providing orientation to foreign and Brazilian visitors, arranging hotel bookings, transfers and plane tickets.

Education

- Faculdade de Educação, Ciências e Letras Notre Dame - Education - Portuguese / English (1977/1981)
- Technical Secretary - Colégio da Imaculada Conceição - 2.760 hours (1975/1976)

Languages

- Fluent English - conversation, reading and writing
- General knowledge of Spanish, French and Japanese

Courses

- Hera Coach Consultoria - Leader's Self-Management Workshop - 2011
- Senac Rio - 2nd Opportunity Fair, Career in Commerce Workshop - 2008
- Senac Rio - 1st Opportunity Fair, Translation, A Growing Market Workshop - 2007
- Sebrae Education - Learning Endeavor through Internet, online course - 16 hours - 2004
- Basic First-Aid Training - Multilink Assessoria Técnica, delivered by Rear Admiral (FN-RRM) Carlos Roberto de Oliveira Candido Pereira - 2003
- International Transfers - Expatriates, Seminar delivered by Deloitte Touche Tohmatsu - 2003
- Multifunctional Secretary, Seminar delivered by Prof. Antonio Pires de Carvalho - 2003
- Contracts Composition Techniques with Focus on Service Provision - Top Eventos - 2002
- First Things First - Seminar on Time & Stress Leadership - Defining Priorities in World With No Time, Stephen R. Covey - American Commerce Chamber - 2000
- Main Difficulties in Translating to and from English - UERJ - 1984
- Public Relations/Communication in Modern Enterprise - Fundação Getúlio Vargas - 1981
- Written Communication in Portuguese - Faculdade Notre Dame - 1980

Other

- Ex-collaborator in the Eunice Alves Flexa Community Center for underprivileged people in Itaboraí/RJ.
- Stamp collector.
- Business trips to Amsterdam and New York (TIME Magazine) and leisure trips to Paris, Lisbon, Porto, Coimbra, Viseu, Fatima, Mangualde, Athens, Greek Islands, Venice, Brescia, Rome, Naples, Maratea and Trecchina.
- Participated in the Volunteering Group and Souza Cruz Choir.