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| **Curriculum vitae** |  | Me-Passport |

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| **Personal Information** |

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| Name |  | Maria-João Correia de Brito | |
| Address |  | Rua dos Abertugais, à Rua Marechal Craveiro Lopes, 5  2080-588 Fazendas de Almeirim | |
| Telephone |  | 914 733 113 |  |
| TAX No. |  | **178 837 539** | |
| E-mail |  | Joaodutoit@gmail.co.za | |

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| Portuguese ID |  | **09930265** 9zy6 |

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| Date of Birth |  | 08-May-1962 |

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| Gender |  | Female |

**Professional Experience**

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| Dates |  | July 2019 **to date** |
| Occupation or position held |  | Freelance Translator |
| Main activities and responsibilities |  | Initiated this activity by Translating English-to- Portuguese Fiction Books. Reference to Dawn Brower – an American author – whose book “Passion and Lies” have now been published in Portuguese (translation made by me). I also translated books of T.M. Bilderback, “The night Chicago died” which is now waiting to be published.  Weekly translations of Personal, Legal and Commercial documents. Interpreter for Foreign individuals seeking a Portuguese Residence Card. Subtitles addition – English to Portuguese, Subtitles editing – English and Portuguese  Translation Software used: OmegaT, Microsoft Word  Subtitles’ software: AegiSub |

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| Dates |  | | Maio 2011 a Julho 2019 |
| Occupation or position held |  | | Senior Business Development Manager |
| Main activities and responsibilities |  | | Ensure the execution of the base business for the financial year. Strengthen the management of Distributors defining best practices for better monitoring and communication results. Implement joint business plans with key distributors to achieve the company's KPIs. Implement sales strategies and marketing support and assist distributors to meet their defined annual goals as agreed in the Joint Business Plans and T&C's. Translate Exports Documentation. Translate Radio and TV commercials for target markets. Manage sales and stock data of the Distributor, ensuring that the forecasts of orders are accurate in relation to consumption. Ensure that joint business plans are defined annually and monitored regularly and annually. Support to the Marketing team in market/consumer research, to apply the best practices in terms of media support/promotions. Transcriptions for the top management English to English, English to Portuguese to English. Monitor the implementation of 5 P in the Store, ensuring correct shelf prices, product assortment, placement, POP and Promotional items  **Danone Southern Africa PTY LTD**  199, Bryanston Drive, Bryanston, South Africa |
| Sector |  | | **FMCG** |
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| Dates | |  | Aug 2003 to May 2011 |
| Occupation or position held | |  | Market Development Manager |
| Main activities and responsibilities | |  | Managing Mozambique, DRC, Congo Brazaville and Madagascar. **Establish** Corporate goals-, short- and long-term budgets and developing business plans for the achievement of those goals. Implement sales and marketing strategies. Co-ordinate in-market and in-store promotional activities for the core products aiming to increase or reinforce our share of market. Manage Distributor sales and inventory, insuring forecasts are accurate vs. orders. Ensuring joint business plans are set and followed up regularly and updated annually. Support Distributors in achieving KPI's as set in the JBP and set T&C. Support the Marketing team in Market/consumer research to apply best practices in terms of media support/promotions. Monitor 5 P's implementation in-Store, insuring pricing on-shelf, product assortment, placement, POP and promotions are in accordance with the correct Retail Environment and with Colgate's strategic plans. Monitoring P&L's with subsidiary ensuring the right margins/profits are met. TV and Radio Ad translations.  Interpreter for Key Customers. Transcriptions and Translations of corporate documentation and mails. |
| Name and address of employer | |  | **Colgate-Palmolive (Pty) Ltd.**  528, Commissioner Street, Boksburg, South Africa |
| Type of business or sector  Dates | |  | FMCG  July 1997 – December 1997 |
| Occupation or position held | |  | Export Sales Manager |
| Main activities and responsibilities | |  | Evaluation of performance and monitoring sales vs. forecasts  Implementing effective strategies to maximise sales by providing appropriate training to the distributor’s sales force. Customers’ stock monitoring to avoid out of stock situations. Achieve targets as agreed on budget reviews. |
| Name and address of employer | |  | **African Products – Starch Division of Tongaat Hullets**  Meadowdale – Edenvale, South Africa |
| Type of business or sector  Reason for leaving  Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer  Type of business or sector  Reason for leaving  Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer  Type of business or sector  Reason for leaving | |  | Starch and Glucose producers  Husband relocated to Hong Kong  June 1996 – July 1997  Export Sales Manager  Identify and appoint Distributors in the different markets. Planning of business strategies and analysis of business gaps and opportunities. Monitoring stock/inventory levels vs shipments. Identify best supply chain to optimize revenue and distribution.  **International Forestry Industries, Randburg, South Africa**  Paper Supplies  Company went insolvent  November 1995 – May 1996  Export Sales Co-ordinator  Monitor and manage customers’ purchases. Ensure orders par with forecasts. Order input and monitoring of stock levels  **SAPPI (Pty) Ltd.**  Paper Manufacturer  Better career opportunities |
| Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer  Type of business or sector  Reason for leaving  Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer  Type of business or sector  Reason for leaving | |  | April 1992 to July 1995  Export Sales Executive – Expat position  Grow Unilever presence in the market, by monitoring and supporting Wholesaler’s activities, order placement, inventory. Ensure products were present in all Retail Environments. Implemented a Demand Plan system to facilitate Stock/Inventory and Sales projection control.  **Intrade imports /Exports (Unilever Agents in Mozambique)**  FMCG Agent  Unilever opened they own subsidiary in the country    September 1988 to March 1990  Export Sales Coordinator  Monitor Wholesalers Sales, inventory. Hands on approach on Order Placement.  **South African Breweries (Pty) Ltd.**  FMCG  Challenging position impossible to turn down |
| **Education and training** |
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| Dates |  | September 1984 to July 1987 |
| Title of qualification awarded |  | Completed 3 years on Business Management (5 year course) |
| Principal subjects/Occupational skills covered |  | Accountancy, Economics, Commercial Law, English Literature and History, French Literature and History, Philosophy |
| Name and type of organisation providing education and training |  | **ISLA (Superior Institute of Languages and Administration)** |
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| **Personal skills and competences** |

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| Mother tongue(s) |  | **Portuguese** |

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| **Other language(s)** |
| *Self-assessment* |  | Understanding | | **Speaking** | | **Writing** |
| *European level (\*)* |  | Listening | Reading | Spoken interaction | Spoken production |  |

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| English |  |  | 99% |  | 100% |  | 99% |  | 99% |  | 100% |
| French |  |  | 99% |  | 100% |  | 50% |  | 50% |  | 90% |
| Spanish |  |  | 90% |  | 100% |  | 45% |  | 45% |  | 0% |
| *(\*) Common European Framework of Reference (CEF) level* | | | | | | | | | |

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| Social skills and competencies |  | Good interpersonal skills, Provides and sick feedback, promotes team work, conducts business with Integrity and Effectiveness. |

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| Computer skills and competences |  | Proficient in all Microsoft Office applications. SAP on a user bases |

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| Artistic skills and competences |  | Fine Arts |

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| Driving licence(s) |  | Code 08 |

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| Additional information |  | **Completed Colgate-Palmolive training courses**:   * KAM 1 * KAM 2 * CM5P * Consumer Insights * Promo Power * Money Matters * Pro Sales Train the Trainer * Indirect Trade Management * Shopper Insights * MCBIE – Manage Colgate Business with Integrity and Effectiveness (competition law)   **Completed Danone Southern Africa Training** |

* Finance for Non-Financial Managers
* JCCI Exports Training