

# CARLA RIBEIRO



## CONTACT

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Braga

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<https://carlaribeiro.pt/>

## SKILLS

- Proactive
- Teamwork
- Time Management
- Focused and Resilient
- Effective Communication
- Critical Thinking
- Excellent Organization

## LANGUAGES

- Portuguese (Native)
- English (Advanced)
- Spanish (Advanced)
- French (Basic)



## PROFILE

*Dynamic and adaptable professional who thrives in challenging and demanding environments.*

*Committed to the growth and success of the teams and companies I join, I approach each task with an active, collaborative attitude and strong problem-solving skills.*

*Seeking to become a valuable member of a motivated, entrepreneurial team where I can contribute strategic thinking, take on responsibilities that support organizational goals, learn from experienced colleagues, and drive collective success through teamwork and continuous improvement.*



## WORK EXPERIENCE

### ALDA Têxteis

03/2025 - 01/2026

#### Account Manager

- Prepare and negotiate new proposals directly with clients, focusing on product development, pricing, and customized solutions;
- Manage and track orders from receipt to delivery ensuring quality and compliance with timelines;
- Communicate and negotiate with suppliers regarding all production requirements;

### LET'S GO EVENTS

2023 - 2025

#### Events Manager

- Event management and coordination;
- Develop detailed proposals for events (including schedules, locations, vendors, legal obligations, personnel and budgets);
- Manage and coordinate vendors and all event logistics (e.g. venue, catering, decor, sound, stage, and lighting);
- Manage a team of staff, giving full briefings;
- Research opportunities for new clients and events.

### GRUPO ÉRRE

2021 - 2023

#### Inside Sales and Sales Representative

- Management of a customer portfolio, identifying new business opportunities;
- Act as the primary point of contact for clients, ensuring timely delivery, compliance with specifications, and resolution of any issues in close alignment with the Account Manager;
- Strategically plan, organize and manage internal and external events, among other corporate, cultural, social and sporting events;

## AREAS

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- Account Management
- Sales Representative  
(B2B / B2C)
- Inside Sales & Business  
Development
- Customer Service &  
Client Relations

## ADDITIONAL INFORMATION

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- Microsoft Office Software
- PHC Software
- Primavera Software
- TOC Online
- Asana

### POLOPIQUE

2018 - 2020

#### Account Manager

- Prepare cost sheets for products, ensuring margin analysis and economic feasibility;
- Accompany clients during visits to production facilities and raw material suppliers, promoting transparency and trust in the process;
- Plan and monitor production orders together with department heads, ensuring resource optimization and efficient execution in the production environment;
- Act as a liaison between customers and production to track order deadlines, ensuring compliance with quality and service standards.

### POCARGIL VIEIRA & MARQUES

2012 - 2018

#### Sales Assistant and Sales Representative

- Possess knowledge of fabrics and the production process for new product development;
- Prepare cost sheets and interpret technical specifications;
- Monitor prototype development and production, enabling customers to evaluate design, construction details, and measurement specifications;
- Manage and track orders from suppliers, ensuring timely delivery and quality compliance;
- Prepare requisitions for fabrics and accessories;
- Communicate and negotiate with suppliers of fabric, accessories, prints, and embroidery;
- Prepare and negotiate proposals for new product development directly with clients or internal stakeholders.



## EDUCATION

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### Integrated Master in Biological Food Engineering

2006 - 2011

Universidade do Minho

### INSA Universidade de Toulouse

2010 - 2011

Research Project - Gut Microbiome