



Manuela Schramm Do Carmo

Banker & Expert in Public Relations

About Me

Open minded, flexible and motivated professional with experience of working as part of a team in a busy environment.

I am currently looking for a job where I can communicate and be client friendly.

Along with my professional skills, I'm also experienced with Office Software, such as Microsoft Word, Excel, Powerpoint, Outlook.

Age	40
Email	manuela@schrammdocarmo.com
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Language Skills

Portuguese



French



English



Spanish



German



Work Experience

Caixa Geral De Depositos Suc. Luxembourg

09/2011 to 02/2021

Cashier, Funds management, Safe and ATM management, Personal and real estate loans preparation, Financial products promotion, Account opening management, Phone reception

Axa Luxembourg

03/2011 to 08/2011

Insurance sales, Contracting, Costumer payments tracking, Damage reports

Banco BPI – Escritorio de Representacao

01/2008 to 02/2011

Account opening management, Financial products promotion, Personal and real estate loans preparation

Autodis SA Foetz

12/2006 to 12/2007

Car loan requests preparation, Contracting (client reception, signatures and sending), Phone reception

Education

A-Levels (Baccalauréat) in Public Relations Degree with honors

Haute Ecole « Albert Jacquard », Département économique – Belgique

Dissertation topic: Coimbra- Portugal, Relations publiques institutionnelles et Relations internationales.

Internship: Coimbra Municipal Chamber, 18th International Business Forum organization: Exchange projects between Namur and Coimbra Municipalitie.