

MARIA BEATRIZ MANATA

SOCIAL LINKS

LinkedIn: [linkedin.com/in/maria-beatriz-manata](https://www.linkedin.com/in/maria-beatriz-manata)

SUMMARY

Management graduate currently pursuing a Master's degree in Management at Católica Porto Business School. Brings practical experience in commercial, administrative, and public-facing roles, combined with strong academic training and international exposure. Highly motivated, detail-oriented, and capable of adapting to new challenges while delivering professional excellence.

SKILLS

Microsoft Excel, Word, and PowerPoint



Organizational and administrative abilities



Team collaboration and cross-functional communication



Written and verbal communication



Flexibility and adaptability in dynamic environments



EXPERIENCE

TEAM MEMBER AT CONFRARIA NABOS E COMPANHIA

Carapelhos, 05/2019 - 05/2025

Provided customer service and supported event coordination. Developed teamwork and interpersonal communication skills.

PRODUCT AND ACCOUNTING ASSISTANT AT BAIÃO & MANATA

Grândola, 06/2019 - 09/2019

Supported inventory management and stock control. Assisted in accounting tasks and administrative operations. Engaged in direct client interaction, enhancing customer service abilities.

COMMERCIAL ASSISTANT AT BRIFFA

Comporta, 07/2021 - 09/2021

Managed document classification and merchandise organization. Handled administrative support and customer reception.

VOLUNTEER AT SANTA CASA DA MISERICÓRDIA

Grândola, 09/2018 - 06/2019

Facilitated communication with individuals across various cognitive levels. Gained valuable experience in empathy and social responsibility.

EDUCATION

CATÓLICA PORTO BUSINESS SCHOOL

, 2024

Master's in Management

FACULTY OF ECONOMICS, UNIVERSITY OF COIMBRA

, 2019 - 2024

Bachelor's in Management

Core subjects: Strategy, Marketing, Finance, Human Resources, Accounting, Operations.

SGH WARSAW SCHOOL OF ECONOMICS

Poland, 2023 - 2024

Erasmus Exchange Program

Completed exchange year as part of the Management degree program.

FACULTY OF ARTS, UNIVERSITY OF COIMBRA

, 2018 - 2019

Bachelor's in Artistic Studies (1st Year Completed)

Studied Cinema, Theatre, and Music with a cultural and technical focus.

LANGUAGES

Portuguese



English



Spanish



ACHIEVEMENTS

FEUC Management Challenge 2022

1º lugar place

Coimbra, 12 of December 2022