

PAULA BRÁS DA COSTA

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Date of Birth: 1971.08.20
Nationality: Portuguese

WORK EXPERIENCE

Nova School of Business and Economics (Education), (08/2000 to 02/2015)

Human Resources and Administrative Management Director and Executive Committee Member 03/13 to present:

- Responsible for the Human Resources Department, the maintenance and logistics areas, the procurement and the formal and legal affairs (includes accreditation and assessment courses, public procurement).

Human Resources and Institutional Relations Director and Executive Committee member 03/12 – 02/13

- Advisor to the Dean on all legal areas. Responsible for institutional relations (Rectory, Higher Education Department, A3ES, DGO, etc.) by the Human Resources and services coordination.

Human Resources Director 09/09 – 02/12

- Head of HR Department (faculty and staff): Recruitment, Hiring, Development, Evaluation, Compensation, etc.) Managing a team of 5 people.

Institutional Relations and Special Projects Assistant 03/09 – 08/09

- Ensure relations between services and with external entities, development of processes and systems projects, managing the computer system SIGES - Integrated System of Higher Education Management.

Academic Services Director 08/02 – 02/09

- Academic management - schedules, enrollment, equivalents, prescriptions, special statutes, course changes, return, and transfers, coordination of teams of Front Office and Back Office, SIGES administration.

Planner and Control Director 08/00 – 07/02

- Creation and development of an Office of Planning and Control, implementation of the Manual of Procedures for Financial Services, Development of Manual of Procedures of Academic Services, Implementation of SIGES System, Organization and Preparation of Report Self-Assessment of the Degree in Management in 2001.

EDUCATION

03/2011 – 03/2012	Master's in Management for Human Resources Professionals, Nova SBE	Portugal
01/2014 – 01/2015	Work Project: "Transition from Working Life to Retirement"	
04/2009 – 07/2009	Development and Professional training Training Course in Public Management for Leaders	
09/1990 – 07/1994	Undergraduate degree in Management from ISEG - UTL	Portugal