

CAROLINE SPAGNOLO CARVALHO

Brazilian, 27 anos

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EDUCATION

- Bacharel degree in International Relations - Universidade Estácio de Sá (graduation dec/2018)

EMPLOYMENT HISTORY

- **A.H. Consulate General of India in Rio de Janeiro (Aug/2018 – Dec/2018)**

Position: Market Intelligence Analyst

- ✓ Conducting market research for Indian and/or Brazilian companies, in any segment of the industry.
- ✓ Identifying key contacts and potential partners in Brazil and organising meetings for companies visiting.
- ✓ Collaborate with the Indian Embassy and the Consulate General of São Paulo on consular activities.
- ✓ Organising activities and events for the A.H. Consulate General of India in Rio de Janeiro, such as business seminars and entertainment/cultural events.
- ✓ Assisting with Indian and/or Brazilian missions, Trade Fairs and Seminars, involving, when necessary, attendance at official functions.
- ✓ Providing operational support to the Team such as producing presentations and documents, drafting bids, organising hotel and bookings, as well as event registrations.
- ✓ Managing the budgets for missions, events, and seminars.
- ✓ Assisting in the identification of Export Opportunities for Indian companies in the Brazilian market and vice-versa.

- **C&T Logistics (April/2017 – June/2018)**

Position: Import Intern

- ✓ Oversee compliance-related activities necessary to ensure that Company's imports are conducted with reasonable care (e.g. imports documentation review/audit and approval);
- ✓ Assessment and approval of international shipping documents such as HAWB/Board of Landing, packing lists and shipping invoices;
- ✓ Interpret, apply and comply with Import Administration Regulations, and other applicable government agency requirements of import of goods, technology and software.

- ✓ Assist in enforcing and following internal controls of the company related to imports.
- ✓ Assistance to Freight Forwarders, communicating cargo despatch information.
- ✓ Provided strategic logistics advice internally to ensure the most cost effective transportation and to meet delivery deadlines.
- ✓ Collected statistics, producing reports for management.

- **ENEVA S.A. (Dec/2013 – Aug/2015)**

Position: Expatriation Intern

- ✓ Assisted the human resources aspects of international employee placements.
- ✓ Responsible for obtaining visas, performing tax equalization and coordinating housing, benefits, and compensation packages.
- ✓ Worked with relocation firms, international agencies and government officials.

LANGUAGES

- ✓ English: Fluent
- ✓ Portuguese: Fluent
- ✓ Spanish: Intermediary
- ✓ French: Intermediary

ADDITIONAL INFORMATION

- ✓ UNITED NATIONS SIMULATION (OCT/2017)
- ✓ VOLUNTARY WORK AT TETO BRASIL (JUN/2016)
- ✓ VOLUNTARY WORK AT INSTITUTO ROMÃO DUARTE (DEC/2013-JUN/2014)