

Alfa Cravinho

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Stamp 4 Holder, eligible for full-time employment in Ireland

Profile

A highly motivated professional with a creative background and strong commercial awareness, holding a Higher Technology Program in Interior Design and previous experience with interior design projects and decoration sales. Experienced in designing and selling furniture, able to understand and analyse sales figures. Highly committed to customer service and standards, demonstrating excellent communication, leadership, and a positive attitude. Strong organisation and attention to detail with the ability to prepare, manage, and maintain administrative documentation. Able to prioritise workload, with excellent decision-making and the ability to deliver high-quality work to meet clients' expectations. Knowledge of AutoCAD, Fusion 2020, upskilling in Revit. Willing to continuously learn, develop, and grow within a dynamic and creative team.

Skills

Knowledge-based skills: Interior Design Projects, Creative Design, Interior Design Decoration, Furniture, Project Coordination, Events Coordination, Art, Design, Researching Techniques, Technical Drawing, Client Brief, Spatial Planning, Contextual Studies, Interior Design History, Visual and Textual Analyses, Colors, Fabrics, Styles, Visual Merchandising, Sketching, Product Knowledge

Soft skills: Creativity, Leadership, Teamwork, Initiative, Flexibility, Customer Relationship, Customer Service, Decision-making, Organisation, Ethics, Time Management, Willingness to Learn, Attention to Detail, Motivation, Planning, Communication, Multitasking, Problem-solving, Commercial Awareness, Focus on Quality

IT skills: AutoCAD, Microsoft Office (Word, Excel, PowerPoint)

Language skills: Portuguese: Fluent. English: Fluent

Work Experience

Designer Consultant

July 2022– Ongoing

Woodie`s

- Understanding the customer needs and bringing their ideas to life with innovative solutions according to their space requirements and their budget.
- Designing using design software giving expert advice for customers based on my experience and product knowledge.
- Working with suppliers to ensure that the orders arrive on time.
- Maintaining the showroom displays standards to ensure an effective visual merchandise and a safe environment.
- Proactively generating customer leads

Interior Designer

Doppelgangers Coffee (Freelance) - Dublin, Ireland

Feb 2021

Coffee shop at Charlestown Shopping Centre

- Designed the kiosk layout following the client's research and commercial building requests.
- Conducted layout and ergonomic surveys, design research, colour palette, and final project presentations.
- Designed technical plans for the civil engineering team using AutoCAD.
- Liaised with the contractors and suppliers to ensure service delivery in accordance with design and client's requirements.

Interior Designer

Freelance - Rio de Janeiro, Brazil

Sep 2012 - Sep 2016

- Created preliminary plans and design concepts, ensuring timely and quality deliveries according to clients' expectations and needs.
- Developed boards from manual drawings and designed technical plans using AutoCAD and SketchUp.
- Designed bespoke furniture and provided a detailed study of sound quality and light input requirements for a specific project.
- Participated in client and team meetings, ensuring clear understanding and documentation of design requirements, always demonstrating effective communication and relationship building.

Events Assistant

Mib Service and Events - Rio de Janeiro, Brazil

Mar 2005 - Sep 2016

Tours, Restaurants & Events

- Supported the effective planning and delivery of multiple large events weekly for over 300 people.
- Responsible for meeting and greeting customers, booking appointments, managing enquiries, and following up with customers, ensuring the highest customer satisfaction and quality of services provided.
- Provided training to new staff on service expectations, safety procedures, food handling protocols, and catering service.

Sales Manager and Owner

Moviola Bistrô & Livraria - Rio de Janeiro, Brazil

Mar 2014 - Mar 2016

Bistro and Book Store

- Managed the planning of daily events for over 60 guests including pocket shows, birthdays, and corporate events, delivering high-standard customer service.
- Managed and drove sales through a personalised service, setting sales goals, and ensuring the accomplishment of targets.
- Managed stock levels ensuring the accuracy of the stock and performed purchasing and budgeting activities.
- Responsible for hiring and training staff, providing all support needed.
- Performed office administration and customer support by effectively handling telephone and reception duties.

Interior Design Consultant

Dentro Design Shop - Rio de Janeiro, Brazil

Jun 2011 - Nov 2013

- Created visual merchandising product displays to company standards and target customers.
- Recommended art pieces and adornments to enhance hundreds of clients' living spaces.
- Delivered excellent customer service both pre and post-sales.
- Monitored inventory and contributed to the promotion of artists and art collections.

Other Experiences

Team Supervisor

Sodexo UK & Ireland - Dublin, Ireland

Aug 2020 – Jun 2022

Food services and facilities management company

- Managing, training, and developing a team of 20 staff.
- Responsible for all day-to-day aspects related to the maintenance of the cleaning service within the contract specification, agreed performance and quality.
- Monitored and issued cleaning material ensuring stock rotation and safety in storage.

Operative Cleaner

Feb 2017 - Aug 2020

- Performed a high-standard service in the offices of 4 commercial buildings.
- Trained in Manual Handling, First Aid, and Working Safety.

English & Cultural Exchange Program

Dublin, Ireland

Sep 2016 - Ongoing

- English student at English Language Academy - ELA, from Sep 2016 to May 2017, and Grafton College Dublin from May 2017 to Jan 2018 to improve English language skills.

Volunteer Activities

- Volunteer at Irish Architecture Foundation at Open House Dublin from Oct 2016 to date. Activities include welcoming visitors while ensuring a great customer experience, coordinating volunteers in their assigned tasks and reporting to the Open House Dublin team, and ensuring activities accomplish a high standard of health and safety procedures.
- Volunteer at Serve the City in 2017, 2018, and 2019, performing a range of duties from cleaning the Royal Canal to assisting at the Test Center during COVID-19

Education

- **Higher Technology Program in Interior Design (FETAC Level 6)**, Senac, Brazil 2011 - 2013
 - Main content: Communication in Art & Design, Researching Techniques, Technical Drawing, Client Brief,
 - Spatial Planning
 - Developed contextual studies exploring Interior Design History, visual and textual analyses, colors, fabrics, and styles
 - Produced and presented the final year Interior Design Project, published in the Educational Student Course Book in 2014