

## CURRICULUM VITAE



Name: **MARIA LEONOR TOMÁS DIAS DE ASSUNÇÃO SÉRIO BRANDÃO**

Address: **Av. da Marginal, Condomínio Polana Village, House 3**

Nationality: **Portuguese**

Date of Birth: **27 June 1972**

Telephone: **+258 843 981 979**

E-mail: [mariahadidas.md@gmail.com](mailto:mariahadidas.md@gmail.com)  
[leonorassuncao@insite.co.mz](mailto:leonorassuncao@insite.co.mz)

### PART I – WORK EXPERIENCE

**Since Jan 2023:**

**MARIA@DIAS – Ideias e Conteúdos, LDA:** dedicated to writing and the development of creative and genuine ideas.

**Position:** Founder & Managing Partner.

**Functions:** Strategy definition, project management, content development and consultancy.

**Highlights:**

- Member of the Internacional Association of Professional Writers & Editors.
- Realization of the projects in course. Please access the website for further information.  
[www.maria-dias.net](http://www.maria-dias.net)

**Since September 2010:**

**NUTRICONSLT/INSITE:** Provider of consultancy, auditing and training services related with the implementation and certification under international standards. Please access the website for further information. [www.insite.co.mz](http://www.insite.co.mz).

**Position:** Founder Partner & Administrator.

**Functions:** Definition of the company strategy; business administration and development; senior advisory for strategic projects and nutrition and food safety projects.

**Highlights:**

- While InSite Founder Partner and Administrator, I promoted a strategy that is strongly focused on Mozambican Companies development. This strategy and the work with local companies allowed me to have a good insight into the market and to develop working methods that are adapted to local context and are proven to be successful giving the company a good reputation.



- Under my responsibility, InSite contributed to the promotion and development of Local Content, namely facilitating the comprehension of, and access to, certification under international standards.
- I was the project manager and/or Senior Consultant in the following projects:
  - **UNICEF** - Technical and scientific support to develop and prepare for a research study to generate evidence on alternatives for acute malnutrition treatment (Jun 2023 – ongoing)
  - **TECHNOSERVE (TNS)** – Developing good practices manuals for the Hatchery, Breeders Farm and Abattoir of an integrated aviculture unit, located in Cabo Delgado (Nov 2022 – Jun 2023).
  - **GIZ (INAE)** – development of the Guide for Inspectors and Economic Agents in Mozambique (Out 2017 – May 2018);
  - **WFP/PMA** - Cost-Efficiency Assessment for Local Production of Fortified Pre-cooked Porridge (Aug 2017 – Mar 2018)
  - **WFP/PMA** – Training in Quality Control and Good Practices in Food Fortification (National Flour and Oil Industries) (Aug-Dec 2016);
  - **DELOITTE (MISSAU)** – Independent Verification of the Providers of Nutrition Services Based in the Communities in the Provinces of Nampula, Cabo Delgado and Niassa (Feb 2016 – Aug 2017);
  - **DELOITTE (MISSAU)** – National evaluation of the Program “Geração Biz” (Sexual education and health promotion program financed by UNFPA – 11 Provinces) (from Apr 2016 – Jun 2016)
  - **UNICEF (MIC)** – Evaluation of the Iodized salt production in Mozambique (Jan – Apr 2014); elaboration of manuals for salt production and inspection good practices; and training of Producers and Inspectors on Quality Control and Good Manufacturing Practices in the Salt Industry (from Jun 2015 – Dec 2015).
  - **GAIN** – Mozambique Community Mobilization project – Project Appraisal Mission (May 2013); elaboration of business management plans for small food industries 2014/2015 and 2016; Training of members of the Community of Practices of the Nutritious Food Marketplace in Quality Control and Food Safety (2014/2016)
  - **HOTEL CARDOSO** – Training in Hygiene and Food Safety (Apr 2013)
  - **HOTEL RADISSON** – Audit and Training in Hygiene and Food Safety (Jul. 2013)
  - **TVCABO** – Training in Process and Quality Management (Apr 2013)

- **KPMG** – Training in Business Process Management in cooperation with KPMG (Apr 2013)
  - **MCNET** – Internal Audit in ISO 9001:2008 to prepare the Certification audit; (Mar 2013)
  - **TEIXEIRA DUARTE (Hotel Avenida)** – Training in Quality Management (Aug 2012)
  - **TOPACK** – diagnostic Audits and Quality Management Consultancy (ISO 9001 Certified Company). (Since Jun 2011); FSSC - 22000 development and implementation (Aug 2012- Jun 2013)
  - **TECHNOSERVE / AGRIFUTURO** – Support to the development of agroindustry projects / value chain improvement; common projects monitoring and reporting; training in Hygiene & Food Safety and Nutrition for project managers and collaborators; development and support on implementation of ISO 22000:2005 in a Cashew processor (Aug 2012).
  - **IPEME** – Training in Quality Management for small and medium scale entrepreneurs (Out. 2011)
- I was a speaker in the following conferences:
- 3<sup>rd</sup> Nutrition National Congress/ Food Safety and Nutritional Security – Nampula, 2018 (UNILURIO) - Member of the Scientific Council, participating in the evaluation of Scientific Works presented to the Congress.
  - Mozambique Gas Summit/Local Content Day – Maputo, 2017 - *Enabling an Environment for National Companies & SMEs to Prosper in Mozambique*
  - National Conference on Local Content – Maputo, 2017 (ENH) - *Certification as a requirement and framework to enable SME's to supply large Contractors*
  - 2<sup>nd</sup> Nutrition National Congress/ The Food Industry in Mozambique – Nampula, 2016 (UNILURIO) – *Quality, Hygiene, Food Safety and Legal Inspection in the food Industry* (Discussion Moderator)
  - Round of National Conferences about Local Content – Maputo, Sofala, Cabo Delgado, Nampula and Tete, 2015 (CTA) – *Awareness on Management Systems implementation and Certification relevance and benefits;*
  - Local Content National Conference – Maputo, 2015 (CTA): *Certification – Minimum requirements, process and benefits.*
  - 1-hour lecture for members of the Nutritious Food Marketplace – Maputo, 2014 (GAIN) - *Critical Aspects of Food Production in Mozambique - Importance of Good Manufacturing Practices and Food Quality and Safety Management Systems as a factor of business development.*
  - 3-hour training – Maputo, 2014 (INNOQ and IPEX) - *Quality in Products Made in Mozambique* (raise awareness on the importance of the implementation of Quality Management Systems in national companies branded with Logo *Made In Mozambique* (40 participants).
  - IoDMz Business Breakfast (2 hours) – Maputo, 2011 (IoDMz) - *Benefits of adopting practices of Quality, Environment and Safety Management* (50 participants)

## **February 2006 – August 2010**

**HIGEST MOÇAMBIQUE: Agro Industry** – Feed, day old chicks and frozen chicken production.

**Position:** Logistics Manager (2009-2010);  
Commercial Manager (2006–2009)  
Quality Management structure developer

### **Functions:**

**2009 – 2010:** Negotiation with suppliers; planning company acquisitions; logistics management - distribution of products to stores and retailers; acquisition of raw materials from Mozambique, Portugal and South Africa

**2006 – 2009:** Sales promotion – revenue increased four times from 2006 to 2009; elaboration of *Budgets* and sales reports to Company Administration; overture of new company stores and retailers; client accompaniment, namely performing technical assistance and training on Hygiene & Biosecurity to poultry farmers; development and improvement of company relationship with other public and private entities and with the community.

**2006 – 2010:** Organization and implementation of the Quality Management infrastructure in the company, including: definition of quality criteria and operational procedures; awareness and training of employees in quality procedures; design and implementation of customer satisfaction studies; internal assessment of quality of marketed products (Food Safety & Hygiene and Nutritional adequacy). (2006 to 2010 – accumulated function with the inherent to other assumed positions).

### **Highlights:**

- **National Forum of Aviculture** – concept development and implementation of a forum meant to bring stakeholders, including national producers, to discuss the market and industry development and latest production technics. This event was launched in 2008 and was counting with the participation of around 300 persons / year up to 2011.
- **Product development** – collaboration in the process of developing the brand “Nacional” for frozen chicken produced by the Company. My collaboration included: definition of product and package quality criteria; opening sales channels; diversification of the range of products offered by the company.
- **Development of Local suppliers** – awareness and training of suppliers to comply with the Company quality criteria. I managed to have a base of local suppliers of Maize that were able to supply the product with the required specifications to use in feed production.

## **December 1997 – December 2005**

**EUREST PORTUGAL: Catering Services** – Catering Services to Public and private Organizations (Member of COMPASS Group PLC).

**Position:** Operations Manager of the Restaurants of Motorway Service Areas of the North Region of Portugal (2004- Dec. 2005);

Operations Manager of Social and Businesses Catering Units of the North Region of Portugal (1999–2004)

Collaboration with Quality Department and Commercial Department (1997-1999)

Resident Nutritionist at *Hospital Sr<sup>a</sup> da Oliveira*, Guimarães – Portugal (1998 – 1999)

Manager of the Catering Unit of TEXA'S INSTRUMENTS (ISO Certified) (1998)

Resident Nutritionist at *Centro Hospitalar de Vila Nova de Gaia*, Portugal (1997-1998)

### **Functions:**

**1999 -2005** - Coordination and supervision of operations in the restaurants of 5 Motorway service areas, several Public Hospitals, Schools and Private Companies. Outline strategies to increase sales; develop and implement new concepts and products to attract new customers; develop surveys to evaluate the impact of new products and services on customer number and satisfaction; prepare annual budgets and supervise sales and cost management in order to guarantee budget accomplishment. Quality Management supervision in all operational units, including: verification of procedures to guarantee Hygiene and Food Safety standards; evaluation of Nutritional adequacy; Clients and customers complaint management; human resources recruitment and training. Events promotion, including elaboration of suitable proposals, logistic coordination and implementation of the event.

**1997-1999** - Collaboration with the Quality Management Department namely planning and implementing training sessions on Hygiene and Food Safety and Nutrition for the workers of EUREST operational units; audits planning and implementation; preparation of technical specifications to be included in commercial proposals.

**1998** – Operations Management in TEXAS INSTRUMENTS, an ISO 9001 certified Company; Implementation of operational procedures, from raw materials acquisition to meals distribution.

**1997 - 1999** – while resident nutritionist, ensure quality control of services provided by Eurest Portugal in *Centro Hospitalar de Vila Nova de Gaia* and *Hospital Sr<sup>a</sup> da Oliveira*; ensure strict compliance with Company operational procedures; Client management, including complaint management; team training in Hygiene & Food Safety and Nutrition.

### **March 1996 – December 1997**

**SONAE-COMÉRCIO E SERVIÇOS: Goods Distribution** – Distribution and commercialization of consumer products.

**Position:** Trainee in the Quality Control Department

**Functions:** Review of technical specifications of food products sold in the hypermarkets; elaboration of training manuals for food handlers; elaboration of contents of informative brochures on food quality to distribute to customers; co-trainer of hypermarket section managers; member of the Quality Control Team at Modis (SONAE distribution company) – quality inspection of goods to sell.

## **SCHOOL AND SOCIAL CENTRES:**

**Position:** Trainee in the following institutions:

- ***CENTRO SOCIAL PAROQUIAL N.ª SR.ª DA VITÓRIA (Social Centre)***

**Functions:** Develop and implement a training course in Quality Management (20 hours) for unemployed;

- ***CENTRO SOCIAL PAROQUIAL ST.ª COMBA DÃO (Elderly Nursing Home)***

**Functions:** Develop and implement a training course in Hygiene & Food Safety (18 Hours) for food handlers and employees of the Canteen; survey of working conditions, including assessment on the adequacy of equipment and procedures used considering Hygiene & Food Safety standards.

- ***ESCOLA SECUNDÁRIA DO MARCO DE CANAVEZES (Public School)***

**Functions:** Organization of a food education workshop, under the topic “Healthy Diet” for school aged children.

## **February – March 1995**

**PROGRAM:** ***“VAMOS COMER MELHOR NO PORTO! POR UMA RESTAURAÇÃO DE QUALIDADE”*** - Partnership of ***Faculdade de Ciências da Nutrição e Alimentação da Universidade do Porto*** and ***Câmara Municipal do Porto*** ("LET'S EAT BETTER IN OPORTO! FOR A QUALITY CATERING SERVICE"- Partnership of the Faculty of Nutrition and Food Sciences of the University of Porto with Porto Municipal Council.

**Position:** Enquirer

**Functions:** Collaboration in the protocol Let's Eat Better in Oporto! – For a Quality Catering Service” developed by the Oporto University (Nutrition Department) and the City Hall – survey of the sanitary and hygiene as well as technical and functional conditions of the restaurants in the city of Oporto.

## PART II – EDUCATION AND TRAINING

### GRADUATIONS:

**POS-GRADUATION COURSE IN HYGIENE AND FOOD SAFETY** - *Escola Superior de Biotecnologia da Universidade Católica Portuguesa, Porto/Portugal* (2003)

**HONOURS DEGREE IN NUTRITIONAL SCIENCES** – *Faculdade de Ciências da Nutrição da Universidade do Porto, Porto / Portugal* (1998)

### PROFESSIONAL TRAINING:

**“FREELANCE AND TRAVEL WRITING COURSE”** – 12 LESSONS; Diploma with Distinction by the *London school of Journalism*, Online - [Freelance and Travel Writing Course | London School of Journalism \(lsj.org\)](https://www.lsj.org/) (2022-2023);

**“BEGINNER TO PRO PHOTOGRAPHY COURSE”** - 4 days; DL PHOTO; Capetown/RSA (2022)

**“CREATIVE WRITING WORKSHOP”** – 25 TECHNICAL SESSIONS (2019/2020) and support to write a book (since 2020). Pedro Chagas Freitas (PFC). Online.

**“ISO 9001 LEAD AUDITOR” COURSE** – 5 days; *Tuv Rheinland*, Pretoria/RSA (2011);

**“FORMAÇÃO DE FORMADORES”** (training of trainers) – 5 days; *Soluções Qualidade*, Maputo/Moçambique (2011);

**“GESTÃO FINANCEIRA PARA NÃO FINANCEIROS”** (financial management for non financial professionals) – 21 hours; *Associação Empresarial de Portugal*, Porto/ Portugal (2005);

**“HACCP - CURSO DE FORMAÇÃO PROFISSIONAL EM ANÁLISE DE RISCOS E CONTROLO DE PONTOS CRÍTICOS”** (professional training in Hazards Analysis and Control of Critical Points) - 40 Hours; *Centro de Formação e Informação da Escola Superior de Biotecnologia da Universidade Católica Portuguesa, Porto/Portugal* (2004)

**“NEGOCIAÇÃO INTERPESSOAL E COMERCIAL”** (Interpersonal and commercial negotiation) – 16 hours; J. Cotrim for Eurest Portugal, Porto / Portugal (2002)

**“CONDUÇÃO DE REUNIÕES COM CLIENTES”** (conducting meetings with clients) – 16 hours; J. Cotrim for Eurest Portugal, Porto / Portugal (2002)

**“GESTÃO DA ASSERTIVIDADE”** (assertiveness management) – 40 hours; J. Cotrim for Eurest Portugal, Porto / Portugal (2002)

**“LIDERANÇA MOTIVACIONAL”** (motivational leadership) – 16 hours; J. Cotrim to Eurest Portugal, Porto / Portugal (2001)

**“GESTÃO DA QUALIDADE TOTAL E CERTIFICAÇÃO DE EMPRESAS”** (Total quality management and certification of companies) – 100 Hours; *Centro de Formação e Informação da Escola Superior de Biotecnologia da Universidade Católica Portuguesa, Porto/ Portugal* (1997)



### **PART III – PERSONAL SKILLS AND COMPETENCES**

#### LINGUISTICS

Native Language: **Portuguese**

Other Languages: **English (independent user); French (basic user)**

#### TECHNICAL SKILLS AND COMPETENCES

**Informatics** - computer user knowledge:

**Windows** – frequently used tools: Excel, Word, Power-Point, Outlook, Internet.

**PHC and Pimavera** – Management informatics system

**Management** - Experience consolidated in the business environment.

**Use and development of quality control tools** - practical application of knowledge acquired during academic training, Post Graduate studies and throughout the years of work experience

#### SOCIAL AND ORGANIZATIONAL SKILLS:

Ability to communicate and integrate multicultural environments. Competences acquired by being part of different social groups, namely family, friends, school and university colleagues; living in different cities (Lisbon, Porto and Maputo - from 2006); and socializing and working with people from very different social and cultural environments.

Organizational skills and competences acquired essentially in the academic and business contexts. Analysis, negotiation and leadership skills highly developed as a result of professional training and experience.

#### ADDITIONAL INFORMATION:

- Member of the Administration Board of Lycée Gustave Eiffel of Maputo (since Jun 2018)
- Supervision of Nutrition trainees (2012) – masters in Nutrition from Lurio University (Nampula)
- Member of the Board of Students Association of the Faculty of Nutrition Sciences for 4 years (Post of Vice-President – 1 year; Responsible for Treasury – 3 years): member of the committee for the organization Cultural events, seminars and workshops.
- Member of the Executive Committee to the organization of Queima das Fitas do Porto – celebration organized by University Students that involves the vast majority of students and also the enthusiastic participation of other habitants of the city (in fact thousands of people are annually involved in this event). Responsible for fundraising and sponsors management, assessment of quotes, marketing and publicity to activities, invitations management and organization of 2 even.
- Musical Education – from 2 to 14 years old (Colégio Academia de Música de Stª Cecília, Lisboa).
- Favourite Hobbies: Reading (Historic novels, biographies and scientific fiction), Travelling, Cinema, Listen to Music (Classic / Light).
- Driving License.

