

# Sara A.A. Silva

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## EMPLOYMENT HISTORY

### **MTD Cancer Coordinator NHS London North West Healthcare University (LNWHU)**

10/2022 - present LONDON, UNITED KINGDOM

- Tracking the patients along their care pathway and coordinate communication among the clinical and non clinical teams.
- Work closely and proactively with the clinical team and work collaboratively within the cancer services team, ensuring the consistent delivery of service.
- Responsible for coordination and organisation of the Multi-disciplinary Team (MDT), ensuring that all patients are discussed with supportive clinical information, accurate prescriptive data collation and recordings.
- Identifying potential breaches of cancer waiting times and targets, reporting information in line with national and regional KPI's.
- Ensuring organisational values are applied consistently throughout the multi-agency partnership, with particular focus on equality, accessibility and diversity.

### **Team Manager (night shifts) Natoora Ltd.**

04/2016 - 09/2022 LONDON, UNITED KINGDOM

- Leading the kitchen team and managing the daily production of all our charcuterie lines, including inventory and special orders.
- Leading the Quality Assurance and Health & Safety compliance of all products and resources availability and allocation.
- Leading shift briefs and ensuring effective communication among the several teams, including consideration of welfare and engagement of personnel, CPD and appraisal for all my staff.
- Managing Stock/Inventory Control, Team Roster and Annual Leave.
- Supporting the Operations Manager in the recruitment, induction, and onboarding of any new employees, including company policies and SOP's.
- Leading implementation and retention, investigating and resolving employees concerns and feedback.
- Provide support on different activities related to task-force groups to improve current product lines and KPI's.

## EMPLOYMENT HISTORY

### Graphic Designer Jogo Do Rato

03/2012 - 07/2012 LEIRIA, PORTUGAL

- Designed assets for several websites, partners' social media accounts and events, community campaigns/events that are still in use nowadays.
- Designed different types of illustrations and layouts as per brand guidelines, adding personal views and ideas to the promotional/marketing material.

### Book Illustrator Chiado Editora

06/2012 - 09/2012 LEIRIA, PORTUGAL

- Development of Illustrations for a children's book called "Donde esta a tua estrelinha?" (transl.: "Where is your little star?").
- Coordination of concept arts and final products, including visual layouts, design elements and brand language.

## EDUCATION, QUALIFICATIONS AND TRAINING

### Bachelor's in Digital Game Design IPB - Escola Superior de Comunicação, Administração e Turismo

2012 - 2015 MIRANDELA, PORTUGAL

### CET - Course of Technology Specialization (IT) IPB - Escola Superior de Comunicação, Administração e Turismo

2010 - 2012 MIRANDELA, PORTUGAL

## SKILLS & COMPETENCIES

- ◆ Adobe Photoshop
- ◆ Adobe Illustrator
- ◆ Adobe InDesign
- ◆ Adobe Premiere
- ◆ Microsoft Office
- ◆ Clip Paint Studio
- ◆ Critical thinking
- ◆ Decision making
- ◆ Attention to detail

## HOBBIES



Designing new worlds



Gaming with friends



Writing fiction



Getting lost in a good book



Swimming



Astronomy