


# MONIQUE PENALVA

ARCHITECT



## CONTACT

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## PROFILE

I am deeply passionate about the confluence of interior design and commercial architecture, finding immense joy in creating aesthetic yet functional spaces. My journey in this field has seen me gain hands-on experience with key tools such as AutoCAD and SketchUp, allowing me to bring my creative visions to life. Moreover, my proficiency with Excel and strategic planning adds another dimension to my skill set, enhancing my capacity to manage projects efficiently.

## SKILLS

- Adobe Photoshop
- Canva
- AutoCad
- SketshUp
- English

## EXPERIENCE

### STRATEGIC PLANNING ASSISTANT

Strategic Planning Assistant

SERVENTEC

Full-time, Serventec - Brazil

Jan 2021 - Jan 2022, 1 yr.

- - System Data Management: Managed and maintained the accuracy and integrity of business-related data
- - Communication with Clients: Served as a key point of contact for clients, providing timely and appropriate communication. Resolved issues promptly, effectively managed expectations
- - Delivery Planning: Successfully coordinated and executed delivery planning processes
- - Update Excel Data: Regularly updated and maintained Excel databases

## EDUCATION

### BACHELOR OF ARCHITECTURE

UNIME University

2018 - 2022

## CERTIFICATIONS

- Interior Design, Projetou
- Introduction to Commercial Architecture, Projetou
- Ephemeral Architecture, Projetou
- Interior Lighting and Lighting Technology, Projetou