



Kátia Marinho



Education

- Bilingual Secretarial Bachelor's Degree, Newton Paiva University, 1983.

Specialization certificate

- Development, Management and Assessment of Social Projects in Urban Areas, UFMG, 2007.

Courses

- Environmental Educator – Via distance Course in Environmental Education, UNB, 2002.
- Environmental Agent - Environmental Agents Training Course, SMBH, 2007.

Languages

- Intermediate English.
- Fair Spanish.

Professional Experience

2002 – Present: MiningMath Gestão Empresarial Ltda.

- Administrative and Financial Manager.
- Commercial Representative.

2010 – 2011: Bioterra Institute

- Administrative coordinator of Conviver Project and Energia do Bem Program (Contracting Cemig), including:
 - Financial Area;
 - Human Resources Area;
 - Fieldwork Teams' Support.
- Project in 30 municipalities in the North, Northwest and Jequitinhonha Valley regions of the state of Minas Gerais.
- Total of coordinated personnel = 103.

2009 - 2009: MOVER - Movimento Verde de Paracatu (Green Movement of Paracatu)

- Coordination of the expedition to the Paracatu River: "For a Spirited Paracatu", including a technical evaluation of the Paracatu channel, overreaching its source off Paracatuzinho river and extending as far as the city of São Romão-MG, upon the São Francisco River.
- Technical team = 24 professionals.

2009 - 2009: Arantes Accounting Advisory

- Administrative, Organizational and Motivational Advisory.
- Trained staff = 10 employees.

2007 – 2008: Bioterra Institute

- Teachers' Training Course - Program of Environmental Education: The Nature of Landscape: Energy – Resource of Life (Contractee Furnas Centrais Elétricas/Procel Program /Eletrobrás/MME/Federal Government); Program carried out in 38 municipalities in the States of Espírito Santo, Goiás, Minas Gerais, Rio de Janeiro and São Paulo.

**2005 – 2006: MOVER - Movimento Verde de Paracatu (Green Movement of Paracatu)**

- Coordination of the event "The São Francisco River under debate – the need of regeneration and the effects of a transposition project", november, 28th, 2006, Paracatu-MG; Implementation: Covenant entered into by IEF (Instituto Estadual de Florestas) and MOVER.
- Development and Coordination of the event "1st Environment Forum of the Northwestern Minas Gerais", March, 15th, 2006, Unaí-MG; Sponsorship: SEMAD (Secretaria de Estado de Meio Ambiente e Desenvolvimento Sustentável do Estado de Minas Gerais) and the Municipality of Unaí.
- Development, Management and Coordination of the "2nd Expedition to the Paracatu river", from the 6th to the 10th of June, 2005; Carried out in 12 municipalities of the basin of the Paracatu river-MG.

2005 – 2005: GAM - Gestão Ambiental Municipal (Municipal Environmental Management), Vieira e Pinto Ltda.

Coordination of the staff and of works for the development of the "Model of Integrated and Participative Management of the Urban Solid Waste of the Municipality of Paracatu-MG", inclusive of:

- Technical report encompassing identification and diagnosis of the municipality;
- Executive project of the following types of collection: commercial and non-commercial solid waste; differentiated (organic commercial and non-commercial solid waste); and selective (recyclable materials);
- Executive project of the following services: public weeding/hoeing; sweeping of public venues; and cleansing of catch basins;
- Technical referrals for regulation of the management of: civil construction waste, including the proposal of a Law Project and the assessment of viability of recycling; and health services waste.

2004 – 2005: CIBAPAR

- Coordination of the activities of administrative and motivational organization towards the staff of CIBAPAR - Consórcio Intermunicipal da Bacia Hidrográfica do rio Paraopeba (Intermunicipal Consortium of the Hydrographic Basin of the Paraopeba river).

2004 – 2004: ODE Group – Event's Workshop

- Coordination of the following activities: administrative organization, motivational and event support.

2003 – 2003: MPMG - CAOTS - Centro de Apoio ao Terceiro Setor do Ministério Público de Minas Gerais (Attorney General's Support Center for the Third Sector – Minas Gerais)

- Participant in the staff in charge of organizing the "1st Seminar of the Third Sector in Minas Gerais", June, 2003.

2002 – 2002: SINDBIO - Sindicato das Empresas de Base Biotecnológica de Minas Gerais (Trade Union of Biotechnological Basis Companies of Minas Gerais)

- Responsible for the coordination of the establishment and administrative organization of SINDBIO, established in May, 2002.
- Responsible for the assemblage and coordination of the activities of the stand of SINDIBIO in Ecolatina, September, 2002.

1979 – 2002: Mendes Júnior Group

- The following jobs have been held: office assistant, secretary, executive secretary and administrative assistant in numerous areas of the company, such as Public Works Construction, Projects' Financing, Chief Executive Office and International Affairs:
- Administrative, financial, assets and staff controls.
- Organization of international seminars, carried out in Belo Horizonte and hosting Chinese and Chilean representatives.
- Restructuring of the documents and filing sectors.
- Personnel selection.
- Overhead Department.
- Development of institutional prospectus and other material for the advertisement in international stands and fairs.
- Support for the international representation offices.

Other activities:

- Founder and current adviser of AAC - Associação Amigos da Criança (Child's Friends' Association)/Fazenda da Criança (Child's Farm) (www.aac.org.br).