

Sara Loja

Application for Secretary

Nationality: Portuguese

Date of birth: 16-07-1997

Address: Funchal (Madeira)

RELEVANT PROFESSIONAL EXPERIENCE

Date from: 03-02-2025 to Present

Name and address of institution / organisation: Universidade da Madeira

Area / sector: Infrastructure

Occupation title: Management and Organisational Expert

Main activities and responsibilities: Overseeing the reporting of PRR (Recovery and Resilience Plan) projects, coordination of administrative and financial tasks, ensuring compliance with funding requirements, and support for strategic infrastructure initiatives. Also provided assistance in all activities carried out by the Architect responsible for the sector.

Education and training

Institution: ISCTE – University Institute of Lisbon

Certificates: Master in Business Administration

Year obtained: 2022

Institution: University of Stirling

Certificates: Master of Science in Criminological Research

Year obtained: 2020

Institution: Bachelor of Science in Criminology

Certificates: Master of Science in Criminological Research

Year obtained: 2019

Motivation Letter

I am a suitable candidate for the position of Secretary because I bring both direct experience in the role and a strong commitment to EPEA's mission. During the past mandate, I have been actively involved in the association's internal work, supporting communication, documentation, coordination, and follow-up. I also took on part of the organisational work behind the EPEA conference, which strengthened my understanding of the importance of structure, reliability, and continuity in a voluntary European network.

I see the Secretary role as more than recording meetings. It is about helping the Steering Committee work clearly and efficiently, ensuring that decisions are followed up, information is well organised, and members remain connected to the association's work. I am organised, responsible, attentive to detail, and motivated to continue supporting EPEA with commitment, care, and professionalism.