

## Personal Information

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## Education & Training

### September 2017 – Present

Master in Marketing from Instituto Universitário da Maia, ISMAI.

### September 2014 – Julho 2017

Degree in Tourism Management and Activities from Instituto Superior de Contabilidade e Administração do Porto (final classification of 14 values)

Featured Curriculum Units: Public Relations; Expression Techniques; Information and Tourism Promotion; Management of Tourism Operations; City Marketing; Market studies; Touristic Marketing; Reservation Systems and Information Flows.

### September 2011 - June 2014

Scientific-Humanistic Course of Languages and Humanities | Escola Secundária Augusto Gomes (Final classification of 14 values)

### May 2016 - Present

Intensive English Course | Wall Street English®

## Professional Training

### October 2016 – December 2016

Internship | Hotel Dom Henrique – Downtown  
Commercial and Marketing Department

- Administrative work;
- Group reservations;
- Use of Software specific to the department;
- Promotion and propagation action.

## Personal Skills

Native Language: Portuguese

	Understanding		Oral Competence		Written skills
	Oral Understanding	Reading	Interaction	Production	
Spanish	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C1</b>
English	<b>B2</b>	<b>B2</b>	<b>B1</b>	<b>B1</b>	<b>B1</b>
French	<b>A2</b>	<b>A1</b>	<b>A1</b>	<b>A1</b>	<b>A2</b>

**Communication Skills** | Good communication capacity and interaction skills acquired through different public presentations and theater shows.

**Organization Skills** | Motivated and interests in learning and sharing of knowledge; use of common sense; ability to accept new challenges; team spirit; sense of responsibility and organization.

**Personal Skills** | Spirit of autonomy; perfectionist; flexible; adaptable; self-confident; determination; dynamism; proactive and ambitious.

### Digital Skills

- ✓ Knowledge of Microsoft Office Software™ (Word™, Power Point™, Movie Maker™, Access™, Project, Publisher™);
- ✓ Knowledge of Galileo Reservation Systems;
- ✓ Knowledge of KW Hotel Software;
- ✓ Knowledge of SIHOT Hotel Software;
- ✓ Basic use of SPSS Software.

## Additional Information

### Curiosities

Member of the Commission of the Management and Touristic Activities Course, Instituto Superior de Contabilidade e Administração.

Member of the Organization of "ISCAP On Tour" Event.

Voluntary Stewardess in the event "International Business Fair Portugal – China", by the Câmara de Cooperação e Desenvolvimento Portugal – China, 2017.

### Hobbies



Painting



Photography



Cinema



Travelling

### Driving License

Category B

Light Vehicles