

# | Rita Ferreira

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Multifaceted career in HR, Recruitment, Talent Acquisition and Content Writer, with history of working in the software development, digital marketing, and iGaming. Ambitious and passionate about learning, with the drive to accomplish any task I set my mind into.

## WORK EXPERIENCE

### CONTENT WRITER & TRANSLATOR

at Upwork & Top Content (Remote)  
01.2019 to Present

- Working on a freelance basis.
- Content writing for the iGaming industry and affiliation websites for other sectors.
- Translations from English to Portuguese for non-formal education programmes and ecommerce.
- Transcriptions of Portuguese audios for an AI project.
- Occasionally I also take on projects for CV and job descriptions writing.

### IT RECRUITMENT CONSULTANT

at Betting Connections (Malta)  
02.2018 to 05.2020

- My experience at Betting Connections started as part of an International Internship sponsored by AICEP Portugal Global, for a duration of 6 months, having been invited by the company to take a full-time employment soon after.
- Responsible for advertising, sourcing, screening, database research, CV formatting, synopsis writing, managing candidates' applications, scheduling interviews between candidates and clients, preparing candidates for interviews, following-up post-placement, and Account Management.
- Specialized in IT and technical digital marketing profiles, for companies within online gambling, sports betting, fintech, payments, game development, software providers, digital marketing.
- Account Management for clients in Europe and Asia.

### HUMAN RESOURCES MANAGER

at PositivImpact and MyLeme (Portugal)  
09.2015 to 01.2018

- Assistance and support to the CEO of the company, administrative and fiscal activities, the overall responsibility over the office and its conditions to better suit the needs of the teams.
- Responsible for all sourcing, recruitment and hiring for both companies.
- Sourcing, screening, selection, recruitment and nurturing of talent. Training and management of one person.
- Developed a Career Progression Plan and a 360° Performance Evaluation Program, successful hiring of several new employees from different areas of expertise, organized team building events, developed company culture booklet.
- Acted as SCRUM Master during a certain period of time with the development team of MyLeme and the digital marketing team of PositivImpact.

## **BUSINESS DEVELOPMENT TRAINEE**

at Acountia (Portugal)

09.2014 to 01.2015

- Market research and prospection, lead follow-up, scheduling of meetings, cold-calling to potential new clients from the Spanish Market.
- Representation of the brand in a business development event in Barcelona.

## **VOLUNTEER WORK**

### **European Youth Parliament Portugal:**

- The European Youth Parliament is a peer-to-peer educational programme that brings together young people from across Europe to debate the pressing issues of our time.
- Member since 2008, member of the board from 09.2014 to 10.2016, honorary member since 12.2016, member of the Advisory Board from 07.2017 to 10.2018.
- Responsible for the Alumni Department and Events' Coordination Department.
- Head-organiser of Braga 2014 - Re:Generation, and Euro-Ibero-American Youth Forum - both events were national winners of the European Charlemagne Youth Prize, in 2015 and 2017 respectively.

## **EDUCATION & TRAINING**

### **CERTIFIED SCRUM MASTER**

Scrum Alliance, via Look Forward Consulting  
2017

### **LANGUAGES AND INTERNATIONAL RELATIONS B.A.**

at Faculty of Arts - University of Porto (Portugal)  
06.2011 to 07.2015

## **SKILLS**

- Strong analytical skills with the ability to do trend analysis
- Experience working in data driven environments
- Proven track record of managing multiple projects simultaneously
- Business development
- Account management
- Executive search
- Developing sourcing strategies
- Easily adaptable
- Attention to detail
- Dynamic and extroverted
- Responsible and passionate
- Extremely organised
- Good communication skills
- Curious, innovative and creative

## **SOFTWARE KNOWLEDGE**

- |                 |                 |
|-----------------|-----------------|
| • Eboss         | • ATS           |
| • Recruiter Box | • Google Apps   |
| • Bamboo        | • Slack         |
| • Team Work     | • Meister Task  |
| • MS Office     | • Easy Red Mine |
| • Excel         | • Jira          |

## **LANGUAGES**

- **Portuguese** - Native
- **English** - Fluent
- **Spanish** - Intermediate