

Personal Information

21 anos / sexo: masculino

Academic Background

18 out 17–Presente

Administrative assistance and translation

ISCAP, Porto (Portugal)

Nível
QRQ

6

Curricular Units:

- Digital Advisory
- Organizations Management
- Conflict Resolution
- Communication Theories
- Organizational Communication
- Internal Communication
- Intercultural Communication

15 set 14–31 jul 17

Communication (Marketing , Publicity and Public Relations)

Profitecla Professional School, Porto (Portugal)

Nível
QRQ

4

General classes:

- Portuguese ▪
- English
- Psychology
- IT (basic)
- Math

Técnical classes:

- Marketing
- Public Relations
- Creativity and Publicity
- Audiovisual visual Communication

Professional Experience

1 out 18–16 nov 18

Administrative assistant

Randstad, Porto (Portugal)

Tasks:

- Verifying and Managing documents
- Duplicate documents for the archive if necessary

8 out 16–8 nov 16 **International Internship**

Ogilvy Malta (Malta)

- Daily and monthly press reports
- Project Research

Note: This intership was done in the ERASMUS+ program

Languages Spoken

Língua materna	Português				
Línguas estrangeiras	COMPREENDER		FALAR		ESCREVER
	Compreensão oral	Leitura	Interação oral	Produção oral	
	English	C1	C1	C1	C1
	Spanish	B2	B2	B1	B2
	German	A1	A1	A1	A1
	Russian	A1	A1	A1	A1

Níveis: A1 e A2: Utilizador básico - B1 e B2: Utilizador independente - C1 e C2: Utilizador avançado
Quadro Europeu Comum de Referência para as Línguas

Carta de Condução B