

PERSONAL INFORMATION

 (Portugal)

Sex Male | Date of birth 13/08/1991 | Nationality Portuguese

WORK EXPERIENCE

1 Jun 2019–1 Jan 2020

Legal Advisor

Lawyer's office, Matosinhos (Portugal)

- Creation, treatment and dispatch of procedural documents;
- Revision and translation of legal documents;
- Documentary and archive organization;
- **Face to face and** telephone attendance, schedule management, correspondence handling and administrative support.

1 Apr 2018–1 Sep 2019

Photographer at Social Events

Mundo em Festa, Porto (Portugal)

- Production, edition and sale of multimedia content (Photoreport)

EDUCATION AND TRAINING

1 Sep 2017–Present

Degree in Administrative Assistance and Translation

Instituto Superior de Administração e Contabilidade do Porto, Porto (Portugal)

1 Sep 2009–1 Jul 2014

(Not Completed) Degree in Computer Engineering and Medical Instrumentation

Instituto Superior de Engenharia do Porto, Porto (Portugal)

PERSONAL SKILLS

Mother tongue(s)

Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
Spanish	B2	B2	B2	B2	B1
German	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills, developed through professional contact with customers and employees.

Organisational / managerial skills

- Advanced organization skills acquired in the tasks performed in registration and archiving.
- Teamwork skills gained through work experience and organization of college events

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid