

PERSONAL INFORMATION

 (Portugal)

Sex Female | Date of birth 21/08/1999 | Nationality Portuguese

WORK EXPERIENCE

15/01/2018–20/03/2018

Intern

Gabinete de Estágios e Empregabilidade (GEE) no Instituto Superior de Contabilidade e Administração do Porto, Porto (Portugal)

- Preparation, correction and assistance regarding the information of Curriculum Internship Protocols sent by the students.
- Digitization and organization of information in appropriate locations.
- Attendance

EDUCATION AND TRAINING

16/09/2018–Present

2º Year of Human Resources Degree

Instituto Superior de Contabilidade e Administração do Porto
R. Jaime Lopes Amorim, 4465-004 Porto, Matosinhos (Portugal)

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	A2	A2	A2	A2
Spanish	B1	B1	B1	B1	A2

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

Digital skills

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

Digital skills - Self-assessment grid