

Birth date: 05/09/1992

Gender: Feminine

WORK EXPERIENCE

- Oct 2019 – Dec 2019 **European Solidarity Corps**
SKE Avogorou (Cyprus)
- Support of the Elderly Club
 - Organization of informative sessions
 - Support of events' organization
 - Administration Support
- Feb 2019–May 2019 **Administrative Assistance (curricular internship)**
ISCAP - International Relations Office, Porto (Portugal) **Grade: 18 (scale 0-20)**
- Seeking sponsors (Via e-mail, telephone,...)
 - Email and database management
 - Organization and support of the International Week
- Feb 2018–Jul 2018 **Assistant Translator (extra-curricular internship)**
Pista Mágica - School for Volunteering (Portugal)
- Co-translation of "Volunteer Management Manual" of Rich Lynch (English to Portuguese)
 - Translation of Pista Mágica's website (Portuguese to English)
- Aug 2017 – Apr 2018 **Assistente Administrativa (Voluntária)**
Associação Ipsum Home
- Produção e preparação de conteúdos para as redes sociais
- Jul 2016–May 2019 **Retail Assistant (part-time)**
Weel Frozen Yogurt, Vila Nova de Gaia (Portugal)
- Customer service and food preparation
 - Placement and reception of orders
 - Restocking, inventory, organization and cleaning

EDUCATION AND TRAINING

- Jul 2019 – Aug 2019 **Project Management for Development (MOOC)**
Inter-American Development Bank
- 30 Professional Development Units credited by the Project Management Institute
- Sep 2016 – Jun 2019 **Degree in Administrative Assistance and Translation EQF level 6**
Porto Accounting and Business School (Portugal) **Grade: 17 (scale 0-20)**
- Administrative Assistance (Technical Text, Organizational Communication, IT tools for Project Management, File Management, Public Relations and Event Organization, MS Office tools)
 - Translation (Technical Translation and Interpretation; CAT Tools, Intercultural Communication)
 - General: Accounting; Introduction to Law; Management; Interpersonal Relations and Conflict Management
- Nov 2016 – Jan 2017 **Introduction to Human Rights (MOOC)**
University of Chile
- Aug 2016 – Jan 2017 **International Human Rights Law (MOOC)**

University of Louvain

Sep 2010 – Feb 2013

Frequency of the Degree in Nursing

Porto Nursing School (Portugal)

Internship in Internal Medicine (2 months)

Internship in Parenthood and Community health (2 months)

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English*	C1	C2	B2	B2	C1
Spanish	C1	C1	B2	B1	B2
French	A2	B1	A2	A2	B1

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

***Note: LINGUASKILL Level C1 - Cambridge Assessment English (2019)**

Communication skills

- Good communication skills developed through my work and academic experience
- Ability to work both within a team and autonomously
- People-oriented
- Empathic and active listener

Job-related skills

- Strong ability to manage time effectively and for multitasking
- Detail-oriented and somewhat perfectionist
- Strong ability to manage stress effectively
- Avid learner and challenge seeker

Digital skills

- Good command of MS Office (Word, Powerpoint, Excel)
- Good command of Microsoft Project
- Basic command of SDL Trados and other CAT Tools

Other skills/interests

- Travelling and Intercultural experiences
- Reading and Writing (Author of a published fictional book - "Sol da Noite" and content Writer for Mil Razões Blog (Associação Escutar) since 2016)
- Volunteering

Thank you for reading my CV