

## Summary

I am dynamic, adaptable and eager to accept a new challenge. I am interested in learning more from various areas and improve my hard and soft-skills. I like to give my best contribution in every project and activity I am involved with.

## Education

- **Bachelor in Business Assistance and Translation**, ISCAP-IPP, 2013 - 2016 (grade: 17/20)
- **Masters in Specialized Translation and Interpreting**, 2016 - 2018, (grade: 18/20).  
Dissertation on "Transcreation as a Process of Content Adaptation to Local Markets", (grade: 19/20)

## Additional Training

- **CCP – "Certificado de Competências Pedagógicas"**, Certificate of Teaching Skills, JOVIFORM (2019, 90 Hours)
- Change Management (2017, 8 Hours)
- Digital Marketing, Google Digital Academy (2017)

## Other Projects

- Member of the Board and Human Resources Department of **Olimpia Junior Consulting** (Junior Company) (2015 - 2017)
- Member of COMAP - Committee for Sponsorship of Exchange Students (2015 - 2017)
- Roteract Maia (2018 - ...)

## Languages

- Portuguese - Native Language
- English - C2
- German - B2 (Goethe-Zertifikat B2)
- Spanish - B2

## Work Experience

### HR SPECIALIST IN RECRUITING

Infineon Technologies

- Providing Support to Candidates and Ensuring the Best Experience;
- Organizing Interviews for Germany and Austria;
- Monthly Recruiting Report;
- Participation in inside projects (video editing; online platforms;)

### ADMINISTRATIVE ASSISTANT OF DIRECTIVE BOARD

Centre for Organizational and Social Studies of P.Porto  
May 2017 - December 2018

- Management Consultancy
- Translation and review of scientific articles
- Database management
- Creation and updating of scientific curricula
- Management of social networks, E-mail and Website
- Website content development

### TRANSLATOR AND INTERPRETER

*Freelancer*  
Since 2017

- Translation and review of scientific articles and legal translation (e.g. Portuguese Cooperative Code)
- Interpretation of conferences and business meetings

### EVENTS COLLABORATOR

Escola Superior de Enfermagem do Porto  
May 2017 - June 2017

- Event secretariat
- Logistical preparation of events

### RESEARCH GRANT HOLDER

Centre for Research in Communication and Education  
November 2016 - April 2017

- Translation and review of scientific articles and legal translation (e.g. Portuguese Cooperative Code)
- Interpretation of conferences and business meetings