

## PERSONAL INFORMATION

Sex Female | Date of birth 06/05/1999

## PERSONAL STATEMENT

High translation, communication and organization skills. Excellent knowledge of spelling, grammar and punctuation, acquired in the degree of Advisory and Translation - Intends to undertake an internship in the area of Translation and / or Proofreading and Editing.

## WORK EXPERIENCE

07/2015–08/2017

## Waiter/waitress

Café Pérola de Tougues, Vila do Conde (Portugal)

- Customer service
- Communication with suppliers

27/07/2019–11/08/2019

## Sales assistant

Feira Nacional de Artesanato de vila do Conde, Vila do Conde (Portugal)

- Customer service
- Create need for the costumer
- Stand replacement

## EDUCATION AND TRAINING

09/2014–06/2017

## languages and humanities

Escola Secundária D. Afonso Sanches, Vila do conde (Portugal)

09/2017–Present

## advice and translation

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

## PERSONAL SKILLS

Mother tongue(s)

portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
english	C2	C1	B2	C1	C1
Cambridge English Entry Level Certificate in ESOL International (Entry 3)					
spanish	B2	B2	B1	B1	A2
german	A2	A2	A1	A1	A1
russian	A2	A2	A1	A1	A2

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

- Easy communication with different groups of people
- Good speech adaptability according to age groups
- Ability to communicate with co-workers

## Organisational / managerial skills

- Ability to perform tasks
- Dynamism
- Great sense of responsibility

## Job-related skills

- Ability to react quickly to changing circumstances, manage information and communicate effectively
- Spirit of initiative, imagination, intellectual curiosity and motivation
- Ability to work under pressure, either autonomously or within a team

## Digital skills

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

Digital skills - Self-assessment grid

- Good command of Microsoft Office tools
- Constant development and learning in school context of useful tools for proper functioning of an organization / company (translation tools, for example)