

PERSONAL INFORMATION

(Portugal)

STUDIES APPLIED FOR

Bachelors in Administrative Assistance and Translation at Instituto Superior de Contabilidade e Administração do Porto

EDUCATION AND TRAINING

15/09/2012–30/07/2016

High School-Science and Technology course

EQF level 3

Escola Secundária de Arcos de Valdevez, Arcos de Valdevez (Portugal)

General:

Portuguese

English

Philosophy

Physical Education

Specifications:

Mathematics A

Physics and Chemistry A

Biology and Geology

Biology

Psychology B

15/09/2011–30/06/2012

Grade Nine

Agrupamento de Escolas de Valdevez, Arcos de Valdevez (Portugal)

30/09/2002–31/07/2011

Elementary School

EQF level 2

St. Nicholas of Bari, Toronto (Canada)

PERSONAL SKILLS

Mother tongue(s)

English, Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Portuguese	C2	C2	C2	C2	C2
National Portuguese Exam					
French	A2	A2	A2	A2	A2
Spanish	B1	B1	B1	B1	B1
German	A1	A2	A2	A2	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

Good communication skills in both English and Portuguese achieved throughout all academic years in Canada and Portugal.

Writing skills developed through challenging University assignments.

Organisational / managerial skills

Good team spirit and leadership gained through extracurricular activities and volunteer work such as soccer, basketball, baseball, volleyball, gymnastics, swimming, Karate, Taekwondo and as a summer camp counselor.

Digital skills

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

Digital skills - Self-assessment grid