

PERSONAL INFORMATION    Sex Female | Date of birth 30/01/1997 | Nationality Portuguese

## WORK EXPERIENCE

### *Continente, Sonae; Cashier*

(June) 2015 – (December) 2015

With this job I improved my habilities of communication and also, learn the responsibilities of working in such a big company.

### *Cancela Velha Restaurant; Waitress*

2019–

Working in a restaurant made me realize that the customer is always right, therefore i can improve my hability of understanding the customer and provide quickly resolution for their problems and dissatisfactions.

## EDUCATION AND TRAINING

### *Escola Secundária de Marco de Canaveses*

2012 -2015

Course: Humanistic Sciences

### *Instituto Superior de Contabilidade e Admnistração*

2016 - 2020

Course: Translation and Admnistration

## PERSONAL SKILLS

Mother tongue(s)    Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	B2	B1	B1
Spanish	B1	B1	A2	A2	A1

### Communication skills

good communication skills gained through my experience as sales.

### Job-related skills

good at team work, essencial for the jobs that I worked in.

## Digital skills

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

Driving licence B1