

## PERSONAL INFORMATION

 Porto (Portugal)

Sex Female | Date of birth 31/10/1995 | Nationality Portuguese

## WORK EXPERIENCE

2020–Present **Promoter**  
Porto (Portugal)  
- Promoter of events.

16/10/2017–26/12/2017 **Hospitality establishment receptionist**  
Central Park Hotel \*\*\*\*, Porto (Portugal)  
Curricular Stage

## EDUCATION AND TRAINING

2018–Present **Master in Enterprise Management**  
Institute of Accounting and Administration of Porto (ISCAP), Matosinhos (Portugal)

2015–2018 **Tourism Management Degree** 15 values  
Institute of Accounting and Administration of Porto (ISCAP), Matosinhos (Portugal)

2011–2014 **Socio-Economic Sciences** 15 values  
Augusto Gomes Secondary School, Matosinhos (Portugal)

## PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B1
First Certificate in English (FCE) - Cambridge School					
Spanish	B1	B1	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 contact with people acquired through experience as a hotel receptionist.  
Excellent communication skills acquired through teamwork in college.

Organisational / managerial skills Person organized with teamwork skills acquired through professional hotel experience.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving

Independent user	Basic user	Basic user	Independent user	Independent user
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#### Digital skills - Self-assessment grid

- Good command of Microsoft Office, like: Word, PowerPoint, Excel and Publisher.
- Use of the internet as a communication, investigation and research tool.

#### ADDITIONAL INFORMATION

**Projects** Project Report: "Tourist Routes for ISCAP ERASMUS IN students", performed in college.

**Honours and awards** Certificate of Participation in the NEPSO 2010/2011 Program of the Vox Populi Foundation, being awarded the "Most Original Study Award" by the National jury.

**Certifications** Certificate of Participation in the Seminar "Research Technologies".

**Conferences** Participation in a Photography Workshop.