|  |  |
| --- | --- |
| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
|  | Replace with house number, street name, city, postcode, country |
| Replace with telephone number Replace with mobile number |
| State e-mail address |
| State personal website(s)  19 years old |
|
| Sex Female | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

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| 2019 |  |
| Worked as a staff member in the XVII International Congress on Accounting and Auditing. |
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| EDUCATION AND TRAINING |  |

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| --- | --- | --- |
| 2017  2014 to 2017 | Instituto Superior de Contabilidade e Administração do Porto |  |
| Graduation in Administrative Assistance and Translation.  Escola Secundária da Maia  Completion of the scientific-humanistic course on languages and Humanities | |
|  | |

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| --- | --- |
| PERSONAL SKILLS |  |

Mother Tongue(s) Portuguese

Other Languages English

German (Initiation)

Russian (Initiation)

|  |  |
| --- | --- |
| Other skills | * Easy understanding and expression in other languages; * Using Excel and Word as working tools; * Team spirit; * Willingness to work and learn; |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |  |

|  |  |
| --- | --- |
| Honours and awards  Certifications | * Degree in value and merit at school (2016-2017) * Degree in value and merit at school (2015-2016) * ICAA participation certificate |

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| --- | --- |
| ANNEXES |  |

|  |  |
| --- | --- |
|  | * Degree in value and merit at school (2016-2017) * Degree in value and merit at school (2015-2016) * ICAA participation certificate |