Curriculum vitae



Personal Information

21 anos / sexo: masculino

Academic Backgroung 

|  |  |  |
| --- | --- | --- |
| 18 out 17–Presente | Administrative assistance and translation  ISCAP, Porto (Portugal)  **Curricular Units:**  ▪ Digital Advisory  ▪ Organizations Management  ▪ Conflict Resolution  ▪ Communication Theories  ▪ Organizational Communication  ▪ Internal Communication  ▪ Intercultural Communication | Nível 6 QRQ |
| 15 set 14–31 jul 17 | Communication (Marketing , Publicity and Public Relations) Profitecla Professional School, Porto (Portugal)    General classes:  ▪ Portuguese ▪ English  ▪ Psychology  ▪ IT (basic)  ▪ Math    Técnical classes:  ▪ Marketing  ▪ Public Relations  ▪ Creativity and Publicity  ▪ Audiovisual visual Communication | Nível 4 QRQ |
| Professional Experience |  | |
| 1 out 18–16 nov 18 | Administrative assistant Randstad, Porto (Portugal)  Tasks:  ▪ Verifying and Managing documents  ▪ Duplicate documents for the archive if necessary | |
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Curriculum vitae Hugo Filipe Antunes Guedes



|  |  |
| --- | --- |
| 8 out 16–8 nov 16 | International Internship  Ogilvy Malta (Malta)  ▪ Daily and monthly press reports  ▪ Project Research    Note: This intership was done in the ERASMUS+ program |
| Languages Spoken |  |
| Língua materna | Português |

Línguas estrangeiras

COMPREENDER

FALAR

ESCREVER

Compreensão oral

Leitura

Interação oral

Produção oral

English C1 C1 C1 C1 C1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B2 | B2 | B1 | B2 | B2 |
| A1 | A1 | A1 | A1 | A1 |
| A1 | A1 | A1 | A1 | A1 |

Spanish

German

Russian

Níveis: A1 e A2: Utilizador básico - B1 e B2: Utilizador independente - C1 e C2: Utilizador avançado

[Quadro Europeu Comum de Referência para as Línguas](http://europass.cedefop.europa.eu/pt/resources/european-language-levels-cefr)

Carta de Condução B

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