**Sara Nisa de Oliveira**

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**Summary**

**I’m a Biologist, with strong integration and communication skills, with experience in design, development and implementation of environmental projects.**

**I’m detail-oriented and organized with technical and analytical skills and have experience working remotely (Data Entry, Translations, Word Processing and Reporting).**

**Highlights**

* **Conservation specialist;**
* **Organizational and planning skills;**
* **Ability to translate technical documents and specifications;**
* **Meticulous attention to detail;**
* **Microsoft Office proficiency;**
* **Fluent in English and Spanish.**

**Accomplishments**

* **Participated and conducted successful Flora and Habitats surveys and related project since graduation;**
* **Conducted Sustainability projects with successful implementation of environmental management projects;**
* **Experience in environmental awareness including in English and Spanish languages;**
* **Experience in translate life science articles from English to Portuguese and from Portuguese to English;**
* **Participated in several volunteer programs since 1993;**
* **Ability to work in and with different cultures.**

**Work Experience**

**Plant and Animal Sciences Editor**

June 2017 to present time| Cactus Communications (*Freelance position*)

**Teacher of Sciences (Biology, Physics and Chemistry) and Mathematics**

January 2017 to present time| “Génios e Traquinas – Centro de Estudos” *Academic Study Centre*. (Portugal).

**Environmental and Life Sciences Translator | Qualified Translator (English-Portuguese)**

January 2016 to present time| *Freelance*. (Portugal).

**Life Sciences Translations** (Portuguese-English, English- Portuguese, Spanish-English, Spanish-Portuguese) mainly Botany, Ecology, Forestry and Agriculture articles.

**Translator, Proofreader and Subtitler** in Deluxe Media for Cinema and TV projects.

**Content Writer** in Project Arizona (ZenContent – acquired by IZEA): Product descriptions for eBay PRP pages to help consumers with the buying process (October 2016).

**Environmental Manager | Sustainability Consultant**

May 2016 to present time| *Freelance*. (Portugal).

Design, Development and Implementation of Biodiversity Management Plans and Ecosystems Services, Sustainability Projects and Environmental Management Systems & Internal Audits (ISO 14001:2015).

**Environmental Manager and HSS Technical Advisor**

October 2013 to April 2016 | *Talenter*™. (Portugal).

Member of the Integrated Management System (department responsible for the application of ISO 9001 and ISO 14001); Responsible for the internal and external audits on the Environmental and HSS areas. Responsible of the Annual Environmental Program (conception, implementation and development). Responsible for environmental and social internal volunteer project.

**Invited Researcher**

November 2012 to October 2013 | CIGEST (Centro de Investigação em Gestão) | Environment & Sustainability, ISG (Instituto Superior de Gestão) - Business & Economics School (Portugal).

Responsible for developing and implementing biodiversity and ecosystem services management plans in sustainability projects. Support the research and analysis of financial mechanisms. Responsible for “Conservation Grade” certification process of Vitacress Portugal.

**Senior Ecologist and Sustainability Consultant**

March 2009 to October 2012 | BIOTA, Estudos e Divulgação em Ambiente, Lda. (Portugal).

Responsible for the sustainability department (business contacts and projects elaboration) and for the “Conservation Grade” and “Ecocert” environmental certifications. Responsible for flora, vegetation and habitat assessments in Portugal, Mozambique and Angola. Participated in more than 30 projects as responsible for conducting Environmental Impact Assessments and Environmental Monitoring of priority species and terrestrial habitats, technical reports including of EU and African legislation.

**Other Work Experience**

The six years of research in Plant Biology and Ecology, allowed me to have scientific background that was applied in different business sectors, such as external environmental and sustainability consultant, as scientific translator (Portuguese-English, English- Portuguese, Spanish-English, Spanish-Portuguese), as environmental educator at Botanical Garden in Lisbon (University of Lisbon), as a teacher for senior population at Reboleira (local council) and as a specialized field guide (guided tours in Portuguese, English and Spanish) at Parques de Sintra-Monte da Lua (National Park).

**Education**

**PhD in Biology and Ecology**

2007 | University of Lisbon (Portugal) and Royal Botanical Garden of Madrid (Spain). Grant (2001-2004) under FCT (Fundação para a Ciência e Tecnologia) “Revision of the genus *Arrhenatherum* L.P. Beauv. (Aveneae, Poaceae)”

**Research project**: “*A world wide taxonomic revision of the genus* Arrhenatherum *using morphological (biometric data), statistical and molecular (nuclear and chloroplastidial DNA) analysis.”* The research included field work in Europe, seed collections of all species and conducted experiments with growing plants. The project involved working with Statistica, NTSYSpc and MrBayes programs to analyze all data (biometrics and molecular) and scientific interpretation and discussion of results.

**BSc (Hons) in Plant Biology**

1993 to 1998 |University of Lisbon (Portugal) (5 year degree)

**Final year project**: “*Flora and vegetation of Herdade da Ribeira Abaixo, Grândola, Alentejo. Portugal*)” - a biodiversity assessment of flora and habitats and its characterization, which includes statistical and phytosociological analyses of the flora habitats data and main guidelines for the homestead.

**Additional skills:**

**Membership of professional bodies:**

Full Member of the Portuguese Charter of Biologists (Ordem dos Biólogos)

Associate member of ALFA (“Portuguese association of phytossociology”)

Associate member of SPB (“Portuguese association of botany”)

**4 languages:**

1. Portuguese (mother tongue)
2. English: Fluent in speaking, reading and writing (**Advaced English** by Wall Street Institute)
3. Spanish: Fluent in speaking, reading and writing (Worked 2 years at Real Jardin Botanico Madrid)
4. French: Good reading and written and fair spoken)

**Computing skills:**

Excellent user of Microsoft Word, Excel, Access, Powerpoint

Competent user of Wordfast and SmartCAT

Competent user of ArcView - GIS mapping

Competent user of TWINSPAN, ANDAD, Statistica and NTSYSpc programs

Competent user of SAP, ARHNET, G3T (HR programs)

**Interests and hobbies**

**Literature** / **Reading**– It could be a romance, a best-seller, a science book or a comic book but there is always one nearby.

**Gardening** – Relaxing and peaceful activity to enjoy growing nature with my bare hands.

**Outdoors** – Walking at weekends fulfils the week and gives the energy to the following one.

**Sustainability** – I am passionate to learn more about green economy and its (major) role in the future. I attend conferences and read articles, magazines and books on the subject.

**Publications, Conferences and Courses available under request**

**References available under request**