



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Magalhães da Costa, Isabel Maria**
Address Avenida de Freitas, n.º 29, 4795-163 Rebordões, Santo Tirso (Portugal)
Mobile 919205761
E-mail(s) isabel.m.costa@iol.pt
Nationality Portuguese
Date of birth 23 December 1986
Gender Female

Desired employment / Occupational field

Translation

Education and training

Dates	2011 →
Title of qualification awarded	MA in Portuguese and Compared Linguistics
Principal subjects / occupational skills covered	- Syntax; - Semantics; - Phonetics and phonology; - Bilingualism - Lexicography
Name and type of organisation providing education and training	University of Minho (Institute of Arts and Human Sciences) Campus de Gualtar, 4710-057 Braga (Portugal)
Level in national or international classification	ISCED 5
Dates	2005 - 2009
Title of qualification awarded	Degree in Applied Foreign Languages
Principal subjects / occupational skills covered	- Descriptive Linguistics; - Theory of Translation; - Western Literary Tradition; - Literary Translation; - Specialized Translation (this subject covering the areas of Economics, Law, Medicine and Accounting); - Introduction to Terminology.
Name and type of organisation providing education and training	University of Minho (Institute of Arts and Human Sciences) Campus de Gualtar, 4710-057 Braga (Portugal)
Level in national or international classification	ISCED 5
Dates	2004 - 2005
Title of qualification awarded	Information Management Technician
Principal subjects / occupational skills covered	- Financial Calculus; - Accounting and Management; - Distributed Systems; - Databases;

Name and type of organisation providing education and training - Sociology of Organizations.
 Tomaz Pelayo Secondary School
 Rua Prof. Dr. Fernando A. Pires de Lima, 4780-531 Santo Tirso (Portugal)

Level in national or international classification ISCED 4

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>April 2009 →</p> <p>Freelance translator/proofreader</p> <p>Literary and scientific translation. Revision of academic texts.</p> <p>Literary works translated: - "Emma", Jane Austen (EN-PT) - "Mark Twain's other woman", Laura Trombley (EN-PT) - "The awakening", Kate Chopin (EN-PT) - "The Yes Factor", Tonya Reiman (EN-PT) - "The body scoop for girls", Jennifer Ashton (EN-PT) - Podstrotchnik, Liliana Lungina (RU-PT)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p>	<p>September 2012 →</p> <p>Proofreader</p> <p>Review of scientific articles.</p> <p>Portuguese Society of Psychiatry and Psychology of Justice (SPPPJ) Apartado 141, 4784-909 Santo Tirso (Portugal)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>October 2011 - October 2012</p> <p>Research scholarship holder</p> <p>Conducting and transcribing sociolinguistic interviews, under the scientific research project "Sociolinguistic Profile of Braga's Speech", funded by the Foundation for Science and Technology (FCT).</p> <p>University of Minho Campus de Gualtar, 4710-057 Braga (Portugal)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>January 2010 - January 2011</p> <p>English Teacher</p> <p>Teaching English to children from 1st to 4th grades, at the São Tomé Elementary School, in Oporto.</p> <p>PLETS - Formação e Educação, Lda. (eduTec) Rua Viriato, n.º 8 - 1º Dto., 1050-235 Lisboa (Portugal)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>May 2006 - December 2006</p> <p>Butcher</p> <p>Pão de Açúcar Rua das Rãs, 4780 Santo Tirso (Portugal)</p> <p>Distribuição</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>01 June 2005 - 31 December 2005</p> <p>Internship for Accounting and Taxation</p> <p>- Accounting classification of business documents in accordance with the Portuguese National Plan of Accounts (POC) and respective entry register in the management software Infologia; - Verification of interest and other charges charged by banks, referring to charging of bills and</p>

contributions;
 - Assessment of the monthly/quarterly VAT of the companies with the management software Infologia via Internet;
 - Execution of banking reconciliations;
 - Preparation and submission of documents in MS Word (business correspondence, faxes, reports, requests);
 - Request of certificates at the Tax Office, Social Security and Commercial Registry Office;
 - Completion and submission of tax return via Internet;
 - Delivery and payment of tax notes (VAT; IRS and corporation tax) at the Tax Office Treasury.

Name and address of employer AG - Economistas Associados, Lda.
 Qt.ª Vilalva - Loja 8 - Cave, 4780-484 Santo Tirso (Portugal)

Type of business or sector Economistas

Dates 08/2001 - 08/2004

Occupation or position held Counter assistant

Main activities and responsibilities

Name and address of employer Casa das Sandes
 Rua Prof. Doutor Fernando A. Pires de Lima, 4780 Santo Tirso (Portugal)

Type of business or sector Restauração

Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment
 European level (*)

English

French

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences From February 2008 to February 2009, I joined the project Off-Road Volunteering (VTT), at the Cultural Centre Campo Novo, in Braga. Activities:

- From 02/08 to 06/08: "Study Room". This activity aimed at helping the children at Temporary Reception Centre of Santo Adrião with their homework, taking them to acquire study habits;
- From 10/08 to 02/09: support of patients in the Neurology ward of the Hospital of St. Mark, Braga, keeping the inpatients company.

Member of the Rotaract Club of Santo Tirso, since January 2010. Rotaract is a Rotary program composed of clubs dedicated to humanitarian service and whose members are aged from 18 to 30 years. All the clubs' initiatives are based on the needs of the communities in which they live, in order to promote worldwide understanding and peace through friendship and working together. Positions held at the club:

- 2010/2011: Secretary
- 2011/2012: President
- 2012/2013: Past-President.

All projects and activities described above implied that I was a communicative and assertive person, and that I carried out several tasks in a group.

Organisational skills and competences

President of the Committee for Reception of the new students of the Degree in Applied Languages at

the University of Minho, Braga, in the academic year 2007/2008. The mentioned committee was responsible for:

- integrating new students into the university;
- organizing and tracking guided tours of the campus;
- performing activities and group dynamics to promote contact between students.

Overall, I was required to demonstrate leadership skills, to manage contradictions, to delegate tasks, and to ensure the good running of all activities.

Secretary of Rotaract Club of Santo Tirso for the Rotary year 2010/2011, responsible for:

- archiving all documentation and correspondence;
- writing the minutes of the meetings;
- managing the club e-mail, together with the president;

In other words, the functions performed implied that I was organized and attentive to details.

President of the Rotaract Club of Santo Tirso, for the Rotary year 2011/2012. As President, it was my obligation to:

- prepare an annual plan of activities, as well as monthly plans;
- monitor the projects and other club activities, delegating responsibilities and schedule meetings;
- preside over the club's meetings;
- maintain contact with: the sponsor Rotary club, Rotaract District representative, and Rotary International.

It is also the responsibility of the president to ensure the implementation of activities aiming at the professional training of the club's members and the development of future club leaders.

Past-President of the Rotaract Club of Santo Tirso, for the Rotary year 2012/2013. As Past-President, I currently perform an advisory role at the club, integrating its Board of Directors and taking part in its decisions and activities.

Computer skills and competences

- MS Office (Word, Excel, Power Point, Publisher)
- IBM SPSS
- EXMARaLDA
- Protégé

Additional information

Participation in the course "Applied Russian Language", with a six weeks duration (between August and September 2008), in Russia - two of them at the State University of St. Petersburg and the remaining four weeks at the Moscow State Linguistic University. The main objectives of the course consisted in:

- deepening the mastery of the Russian language;
- having a privileged access to Russian culture;
- contacting with native speakers.

Speaker at the 1st Seminar Off-Road Volunteering (VTT).

Participation in the V, VI, VII and VIII Conference of Applied Foreign Languages.

Participation in the training "Classroom management", dedicated to the teaching of English in primary

education (April 2010).

Participation in the training "Translation Market" (August 2010).

Participation in the translation seminar/internship "School of translation. Russian tradition and culture in literary translation", under the Ruski Mir Foundation, at the International School of Translation and Interpretation of Moscow (September 11 to October 1, 2011).

Participation in the XIII Fall Colloquium, under the theme "Aesthetics, Material Culture and Intersemiotic Dialogues", and organized by the Centre for Humanistic Studies, University of Minho (17 to 19 November 2011).

Participation in the training "Data quantitative analysis using IBM SPSS," at the University of Minho (March and April 2012), with the duration of 15 hours.

Participation in intensive course "Academic English - reading / writing" from 11 to 15 June 2012, in BabeliUM language centre of the University of Minho.

Participation in the cycle of Research Methodologies Workshops, at the University of Minho, from June to July 2012.