






PERSONAL INFORMATION

Rodrigues Elsa



 Visconde Valmor Avenue, 39- 2nd left, 1050-237 Lisbon (Portugal)

 (+351) 93 43 73 773    

 elsafariarodrigues@gmail.com

Date of birth 21 Mar 76

PREFERRED JOB

Administrative secretary

WORK EXPERIENCE

14/06/2004 – 16/12/2011

Administrative associate professional

Caixa Económica Montepio Geral, Porto (Portugal)

- Analysis and formalization of confidential responses requested by several officials entities such as the General Taxation Directorate; courts, police;

- Formalization of pledges, amendments to contracts, phone support;

- Support to the Formalization and Control Operations service;

-Administrative and bank teller, customer service; organization and management of documentation at the backoffice.

Business or sector Financial and insurance activities

09/2003 – 05/2004

Educational assistant

Externato Lumen - Polo de S. Mamede de Infesta, Porto (Portugal)

Support the implementation and verification of homework at the 2nd cycle.

EDUCATION AND TRAINING

10/1996 – 06/2004

Degree in Modern Languages and Literatures, the variant of Portuguese / English, Scientific Branch

Faculty of Arts University of Porto, Porto (Portugal)

Portuguese and English Language, Linguistics, Literature (Portuguese, English, U.S.); Teaching of Psychology Teaching and Education.

PERSONAL SKILLS

Mother tongue(s)

Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	B2	C2
French	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - Good ability to adapt to new contexts;
- Good ability to adapt to teamwork;
- Good interpersonal skills.

Organisational / managerial skills Skills acquired through academic training and professional experience;

Job-related skills - Recognition of priorities;
- Adaptability;
- Flexibility

Computer skills Computer skills in perspective of the user, including Office software (Word, Excel and Powerpoint)