



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Célia Margarida Lourenço Bento		
Address	Rua Manuel Mafrá, 75, 4A. P-2500-823 Caldas da Rainha (Portugal)		
Telephone(s)	+ 351 262 188318	Mobile	+351 96 56 17 953
E-mail(s)	cbento.celia@gmail.com		
Nationality	Portuguese		
Date of birth	08/12/1972		
Gender	Female		

Desired employment / Occupational field	College / university teaching professional, General manager of communications, Translator
--	--

Work experience

Dates	05/10/2007 -
Occupation or position held	College / university teaching professional
Main activities and responsibilities	Teaching
Name and address of employer	Instituto Superior de Línguas e Administração de Leiria Rua da Cooperativa- S. Romão, 2414-017 Leiria (Portugal)
Type of business or sector	Education
Dates	01/09/2008 -
Occupation or position held	Secondary education teaching professional
Main activities and responsibilities	Teaching Library supervision
Name and address of employer	Ministério da Educação Avenida 5 de Outubro, 1069-018 Lisboa (Portugal)
Type of business or sector	Education
Dates	01/09/2003 - 31/08/2008
Occupation or position held	Teaching professional
Main activities and responsibilities	Teaching Library supervisor
Name and address of employer	Centro de Formação Militar e Técnica da Força Aérea da Ota Base Aérea nº 2, 2580-242 Ota (Portugal)
Type of business or sector	Air Force
Dates	01/09/2003 - 31/08/2006
Occupation or position held	College / university teaching professional
Main activities and responsibilities	Teaching
Name and address of employer	Escola Superior de Tecnologia de Abrantes Rua 17 de Agosto de 1808, 2200- 370 Abrantes (Portugal)
Type of business or sector	Education

Dates	01/09/2000 - 31/08/2003
Occupation or position held	Secondary education teaching professional
Main activities and responsibilities	Teaching Project management Library supervisor Translation
Name and address of employer	Ministério da Educação Avenida 5 de Outubro, 1069-018 Lisboa (Portugal)
Type of business or sector	Education

Dates	21/09/1995 - 31/08/2000
Occupation or position held	Secondary education teaching professional
Main activities and responsibilities	Teaching Project management
Name and address of employer	Ministério da Educação Avenida 5 de Outubro, 1069-018 Lisboa (Portugal)
Type of business or sector	Education

Education and training

Dates	01/09/2008 -
Title of qualification awarded	PhD (expected)
Principal subjects / occupational skills covered	Business communication (Thesis is being written)
Name and type of organisation providing education and training	Universidade Nova de Lisboa (Faculdade de Ciências Sociais e Humanas) Lisboa (Portugal)
Level in national or international classification	ISCED 6

Dates	01/09/2005 - 09/10/2007
Title of qualification awarded	Post-graduation (Course of PhD)
Principal subjects / occupational skills covered	Science of Communication
Name and type of organisation providing education and training	Universidade Nova de Lisboa (Faculdade de Ciências Sociais e Humanas) Lisboa
Level in national or international classification	ISCED 6

Dates	01/09/2000 - 03/03/2004
Title of qualification awarded	Master
Principal subjects / occupational skills covered	German studies
Name and type of organisation providing education and training	Universidade Clássica de Lisboa (Faculdade de Letras) Lisboa
Level in national or international classification	ISCED 6

Dates	01/06/1997 - 16/06/1998
Title of qualification awarded	Licenciatura em Línguas e Literaturas modernas
Principal subjects / occupational skills covered	Educational Branch
Name and type of organisation providing education and training	Universidade de Coimbra (Faculdade de Letras) Coimbra

Level in national or international classification	ISCED 5
Dates	01/09/1991 - 04/06/1995
Title of qualification awarded	Licenciatura em Línguas e Literaturas modernas
Principal subjects / occupational skills covered	English- German
Name and type of organisation providing education and training	Universidade de Coimbra (Faculdade de Letras) Coimbra
Level in national or international classification	ISCED 5

Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment
European level ()*

German

English

Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C1	Proficient user
B2	Independent user	B1	Independent user	A2	Basic User	A2	Basic User	A1	Basic User

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

Social skills and competences

Autonomy
Curiosity
Responsibility
Team spirit
Dynamism and Creativity

Organisational skills and competences

Organisation
Project management skills

Technical skills and competences

Research and study skills
Methodology of scientific work
Library skills
Intercultural skills

Computer skills and competences

Windows and Apple Macintosh
Office (Word, Excell and PowerPoint)
Text editing applications (QuarkXpress)
Reference management programme (Endnote, Keynotes, Papers)
Library programme (Bibliobase)
Project management (Merlin)
Basic skills on HTML
Open Source Resources

Artistic skills and competences	Writing Photography
Other skills and competences	Certificate in Project management of INA Certificate of Professional Trainer of IEPF
Driving licence(s)	B
Additional information	Scholarship by Goethe- Institut in 2001; Scholarship by DAAD in 2003; Membership of professional organisations; Participation in national and international seminars and workshops;