

# Curriculum Vitae (short version)

Vanessa Viana Yan

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## **Main professional experience**

### **Psychologist and Coach**

(2018- )

Independent professional in Coaching Psychology (Career, Health, Vocational Psychology, Work and Organizational Psychology)

### **Senior Translator - IKEA Portugal**

(2004-2008 / 2012-2019)

Translation (EN-PT) of catalogues, communication material, in paper and online, trainings. Proofreading and linguistic support and advice in a country level.

### **Internal Communicator - IKEA Portugal**

(2015-2018)

Writing and online promotion of local and international internal news. Support on the employer branding national policies.

### **Human Resources Specialist - IKEA Portugal**

(2008-2012)

Support on the preparation of the training and internal communication local plans. Coordination, implementation and management of the training activities. Support on the employer branding local policies. Administrative support (onboarding new employees, employment contracts assistance).

### **HR Consultant trainee - SHL People Solutions**

(2007)

Portugal Screening and analysis of CVs, reception of candidates, interviews and Assessment & Development Centers, implementation and interpretation of SHL aptitude tests and elaboration of final reports.

## **Main academic qualifications**

**Integrated Master in Human Resources, Occupational and Organizational Psychology** (2003-2008) Faculdade de Psicologia, Universidade de Lisboa.

**Postgraduate degree in Coaching Psychology** (2018) INSPSIC, Lisbon.

**Degree in Communication Sciences** (1995-1999) Faculdade de Ciências Sociais e Humanas, Universidade Nova de Lisboa.

**Advanced English.** Cambridge Certificate in Advanced English (CAE)

**Intermediate Spanish.** Instituto Cervantes de Lisboa (Level 2)

**Basic French.** Alliance Française (Certificat de Langue Française, level 2)

**SDL Trados 2009-2011 Certificate** (2013) Faculdade de Ciências Sociais e Humanas, Universidade Nova de Lisboa.