

**Curriculum Vitae**



***CONTACTS***

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Rua de São Frei Gil 28 – Rch. Esq. – Porto - PORTUGAL

***PROFILE***

**Language Service Provider**

**Bilingual French | Portuguese**

**Translator | Interpreter | Proofreader | Transcripitor**

## **WORK EXPERIENCE**

### ***Neumann Rui***

March 2018

Translation of Academic Paper Pt / Fr

### ***APPSYSCORE***

October / November 2017

Translation of User Guide Pt / Fr

### ***HCR - Language Solutions***

July / August 2017

Translation | Proofreading Documents Pt / Fr and Fr / Pt

### ***E-Global Journal***

September 2016 to date

Translation | Proofreading | Transcription

Documents and radio interviews in Geopolitical context

### ***Salvador Caetano***

September 2016

Translation Pt / Fr

Study on Work Environment Organization

### ***The Flatgate Partnership***

2001 to date

Reception and guided tour to the Taylors Cellars as well as presentation and wine tasting performed in multilingual context namely French, Portuguese, English, Hebrew, Spanish

### ***Armatis Lc Porto***

2013 to date

Call Center Assistant, every task related to the client's situation by mobile phone, more specifically mobile phone, internet and television issues that can be solved over the phone

### ***Decor Art Lda***

2006 - 2007

Management of the Director's agenda and planning the meetings abroad

### ***Optifone Sa***

2003 - 2005

Management of the Sales Team agenda and scheduling meetings with Clients

***ACADEMIC SKILLS***

Degree in Applied Languages – French and Spanish – by the Faculty of Arts and Humanities of the University of Porto, Portugal

Certified in Tourism and Multilingual Communication by Profitecla - Professional School

***PERSONAL SKILLS***

Bilingual French / Portuguese

Proficient in English spoken and written

Proficient in spoken Hebrew

Strong Leadership abilities and strong Team Player

Microsoft Office Programs