




# Curriculum Vitae

## PERSONAL INFORMATION

**Carla Cristina das Neves de Sampaio e Melo**

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## WORK EXPERIENCE

2018-to date Portuguese teacher - "*Volkshochschule*" and private language schools (Munich)

English teacher – Private school (Munich)

2006-to date Translation work for private clients and agencies as a freelancer

- Translation materials include: medical reports, applications, Curricula Vitae, magazine articles, technical instructions

Participation on literary projects:

- China Lake, from Meg Gardiner;
- A Grande Enciclopédia do Futuro, Edições ASA (Publishing House);
- Apanha-me, Se Puderem, from Peter James;
- A Menina Dos Meus Olhos, from Patrick Redmond

1995-2014 English teacher (Portugal)

- Planning, preparing and delivering lessons to a range of English classes.
- Tailoring English teaching methods to suit the needs of individual students.
- Producing accurate reports as requested.
- Organising and maintaining books, learning materials and resources.
- Liaising with parents and carers and other professionals such as educational psychologists.
- Organising school trips and events.

1998-2000 English and German private tuition

1998-1999 Grading and marking of A-levels (in English subject)

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## EDUCATION AND TRAINING

- 03/2007 Translation studies Seminar: *Hands-On-Translation*  
University of Minho, Braga (Portugal)
- 2002-2006 ***Applied Foreign Languages Degree***  
University of Minho, Braga (Portugal)
- 1991-1996 ***Degree in English and German Teaching***  
University of Minho, Braga (Portugal)
- 1995-2012 Seminars and Workshops on Pedagogy, Foreign Languages and English Literature  
(Portugal)
- 1998-2000 Attendance of a Dutch course (Language and Culture)  
University of Minho, Braga (Portugal)
- 1994-1995 FCE-Certificate (Cambridge First Certificate in English)  
British Council, Porto (Portugal)

## PERSONAL SKILLS

Mother tongue Portuguese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	C1	C1	C1	C1	C1
Spanish	B2	B2	B2	B1	B1
French	B1	B1	B1	B1	A2
Dutch	A2	A2	A2	A2	A2

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

- Communication skills
  - Good communication and presentation skills.
  - Very comfortable in a multi-cultural environment.
  
- Organisational / managerial skills
  - A committed and organised professional.
  - Good leading skills.
  - Ability to handle multiple tasks simultaneously.
  
- Digital competence
  - Very good knowledge of MS-Office (Word, Power Point, Excel) and Windows-Environment.
  - Familiar with translation software tools (Wordfast, Trados)
  
- Other skills
  - Team-working skills.
  - Considerate and patient.
  - Flexible and adaptable.
  - Ability to work under pressure and to work to tight deadlines.
  
- Driving licence
  - Driving license for category B