

Barbara Novo

Proposed Position: Teacher

Profession: Teacher/Translator

Date of Birth: 29/04/1975

Nationality: English/Portuguese

Key Qualifications:

Over the last 14 years, Barbara has worked on multiple translation/proof-reading projects of all sizes for the company Multivertentes-formação e Tradução, Lda, in Vila Nova de Gaia and +Idiomas (previously Centro Europeu de Línguas) in Foz, Porto, as well as hundreds more for other private companies and individuals as a freelancer (Amorim, Cork, Salsa, Centrocar (now part of Nors).

In each case, Barbara was responsible for carrying out the translation or proof-reading of the documents within the time limit and ensuring their correct delivery, as well as help with the final layout of the documents.

The translating and proof-reading of documents has been related to a wide range of areas, including pharmaceutical, aviation, construction, legal contracts, company policies, among many others.

Barbara worked as a teacher and Service Manager for the company Wall Street English, one of the largest providers of English language instruction for adults and corporate clients around the world for over 14 years, leaving in August 2014.

As a teacher, her role was to prepare and deliver classes to students from the very basic level to the highest (Mastery Level) in many different areas and follow up on students' progress.

The position of Service Manager required the same skills as a teacher for the preparation and delivery of classes, but also had the scope of management of other staff members in regards to centre organization and evaluation. The Service Manager at Wall Street English must ensure the best service possible from all employees under direct supervision and assess the quality of classes given (content and delivery), service provided in general, and the development of didactic staff members. The Service Manager must also analyze statistical data in order to assess the needs of the centre, staff, and students so as to provide solutions for the improvement of the company as a whole.

Her professional experience also branched out in the last decade to freelance teaching to private individuals/groups of all areas, including engineering, computer software, nutrition, and travel, and tourism, and it is the freelance method that she has opted for since leaving Wall Street Institute.

She has worked, since 2014, quite regularly with the language school Mais Idiomas, through which she has given training in companies such as Tranquilidade, Portugal Ventures, Probos, Autosueco, Natixis, Parfois, Blip, Iten, and Sonae, in the latter more specifically in tutoring individual students, including Dr. Jose Corte-Real and Maria Antonia Cadilhe.

Through Mais Idiomas, she has also regularly participated in immersion sessions, especially with Sonae, where students have an intensive English week in the school.

Education:

Primary School: St. Joseph's Primary School, London.

Secondary School: Convent of Jesus and Mary High School, London.

College (11th and 12th year): Hammersmith & West London College

At *Universidade Fernando Pessoa* (Fernando Pessoa University), 1994-1999, she graduated with a Degree in International Relations (Final thesis delivered in 2000).

Certification in the Proficiency Level in English was obtained from Cambridge English (part of Cambridge University) in 1994. This is the highest general English certification from this educational organisation.

Employment Record:

2000-2014 - Wall Street English - Teacher and Service Manager.

August 2014 - present - Freelance teacher and translator.

Languages:

Portuguese

Speaking - very good -

Reading - very good -

Writing - very good -

English

Speaking - Excellent (native speaker)

Reading - Excellent (native speaker)

Writing - Excellent (native speaker)

French

Speaking - Fair

Reading - Good

Writing - Fair

