

PERSONAL INFORMATION



Beatriz Leite

 Avenida da Boavista 1527 1° D, 4100/131 Porto

 22 606 63 31  96 362 92 28

 beatrizsousaleite@hotmail.com

Sex Female | Date of birth 17 Feb 1984

WORK EXPERIENCE

02/10/2014

Managing Partner

Mirandavinum Lda
Avenida da Boavista 1527, 4100-131 Porto (Portugal)
www.casadacaldeira.pt

Marketing and Sales management; Finance and Purchase management; Project management;

Business or sector Wine and Food; Tourism

10/02/2011–10/08/2014

Freelance translator

Translation from English, German and French to Portuguese, most of al to the following companies: Clickworker; CosmicGlobal e CMM

01/09/2009–01/09/2010

Manager

Real Associação do Porto
Events management; accounting, audit.

03/01/2009–08/09/2009

Events management trainee

Hótes Fénix, Porto (Portugal)
Events management

01/06/2008–27/12/2008

Area management

Best Day Lda.
Incoming management; tours management; translations
Business or sector Travel agency

3 Jan 2008–30 Jun 2008

Trainer

Your Exit Lda.
English classes to children in private schools
Business or sector Training

1 May 2007–31 Oct 2007

Tourist guide

Sogevinus S.A. - Calem
Guided tours in four languages: Portuguese, English, French and German
Business or sector Wine Tourism

EDUCATION AND TRAINING

- 05/10/2013–Present **Business Management Degree**
Universidade Aberta
Business management; Marketing, Finance and audit, Economics; Accounting
- 15/09/2009–19/07/2010 **Executive Master in Hotel Management**
Universidade Católica do Porto
- 01/10/2007–30/06/2008 **Pos-graduation in Tourism Management**
Faculdade de Economia da Universidade do Porto (FEP)
- 01/10/2002–05/12/2006 **Modern Languages and Literature Degree**
Faculdade de Letras da Universidade do Porto (FLUP) - Faculty of Letters from Oporto University
English; German; Literature; Linguistics; History and Philosophy; Classic Languages
- 01/10/2008–20/12/2008 **Spanish**
City School, Porto
Espanhol
- 02/03/2007–30/06/2007 **French**
Alliance Française, Porto
- 09/09/2005–28/06/2006 **French**
Faculdade de Letras da Universidade do Porto, Porto
- 01/10/2001–10/06/2006 **German**
Goethe-Institut, Porto
- 03/09/2002–04/06/2006 **CPE - Certificate in Proficiency English**
British Council, Porto
English
- 01/07/2005–31/07/2005 **Zertifikat Oberstufe (Advanced Level)**
Sprachbörse, Munich (Germany)
German
- 01/11/2004–30/06/2005 **French**
Lancaster College, Porto
- 01/07/2004–31/07/2004 **Zertificat Mittelstufe**
IKI-Wien, Vienna (Austria)
German

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	C2	C2	C2	C2	C2
French	C2	C2	C2	C2	C2
Spanish	C1	C1	B2	B2	B1
Italian	A2	A2	A1	A1	A1

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: Assertive; synthetic; confident
- Organisational / managerial skills: Teamwork oriented; proactive; entrepreneurial and dynamic
- Job-related skills: Disciplined and organized
- Digital skills: Microsoft Office - word, excel and power point
- Other skills: Músic, Ballet, Desporto
- Driving licence: B, BE