

CURRICULUM VITAE

I. PERSONAL INFORMATION

Complete Name : Domingas Soares Gusmão
Date of Birth : October 04, 1983
Place of Birth : Uai-Dora, Letemumo-Quelicai, Baucau-Timor Leste
Sex : Female
Marital Status : Married
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II. FORMAL EDUCATION QUALIFICATION

- **2005 – 2010:** Studied at Universidade Nacional Timor Loro Sa'e (UNTL), Faculty of Education, Arts and Humanities, Department of Chemistry.
- **2001 – 2004:** Studied at Catholic Senior High School of St. Antonio Baucau in Natural Science
- **1998 – 2001:** Studied at Catholic Junior High School of Sta. Terezinha, Quelicai – Baucau.
- **1992 – 1998:** Studied at Catholic Primary School of St. Joseph, Quelicai – Baucau.

III. NON FORMAL EDUCATION QUALIFICATION/TRAINING

- **August 2020 – February 2021:** attended online course for new supervisor on Foundation of Supervision. This course covered seven parts with multiple units in each part, including Getting of a Great Start; Time Management; The Personal Service Contracting Process; Performance, Delegating and Feedback Management; Management Approach; Coaching Skills; and Build a Cohesive and Effective Team and Meeting Management.
- **July 2020 – September 2020:** attended Coach Online Training through Zoom meetings. This course was focused on using GROW (Goal, Reality, Option, and Will) model to provide coaching to help people resolving the matter or doubts that they are facing.
- **June 2020 – July 2020:** attended an Online Improving English Communications Skills Course, through coursera website.
- **April – May 2014:** attended the training of Certification III and IV at STVJ Comoro, Dili.
- **14-16 January 2014:** attended First Aid Training (CVTL) at Fundasaun Oriente, Lecidere Dili
- **February – December 2012:** attended the English Language Course on Basic, Elementary, Intermediate, Advance and IELTS in both Academic and General Programs at St. Joseph Engineering College, Mangalore, India
- **March – May 2010:** attended the computer course on Ms. Office Programs such as Ms. Word, Ms. Excel, Ms. Power Point and Ms. Access in OBO Center, Aimutin – Dili.
- **May 21th - July 21th 2009:** attended the English course on basic and Elementary programs in OBO CENTER, Aimutin – Dili.
- **July - September 2007:** Attended the Portuguese course on Formação da Portuguesa program in Liceu, Dili
- **September 2004 – June 2005:** attended the Portuguese course on Basic Program in Quelicai, Baucau.

IV. EMPLOYMENT RECORDS

- **10th August – Current:** as a Skills and Development Training Coordinator. My responsibilities in this role are:
 - Work collaboratively with the LSU Team responsible for skills and development to prepare for delivering Pre-Departure briefings to workers, prepare and maintain up-to-date Pre- and Post- Departure Briefing resources and materials relevant to the Timor-Leste context, identify and engage local partners that can add value to the delivery of the Pre- and Post-Departure Briefings and Work Readiness programs, work with partners to coordinate attendance at internal and external Work-Ready Skills Programs, including fitness tests, English courses, digital literacy programs, CV preparation and interview skills.
 - Develop Training and Development plan for LSU, including links with APTC /TVET
 - Find ways to improve the quality of training delivery and propose alternative solutions to do it more effectively.
 - Prepare reports and conduct analysis of skills and training needs/acquired, training data, etc. TL HR02 SOP08 TL01 Local FXTE Timor Leste 16 / 20
 - Complete required administrative tasks linked to this role, including working with the Quality, Learning and Performance Coordinator to distribute surveys and collate feedback from workers.
 - Liaise with APTC to ensure better coordination between LSU and APTC/TVET for development of training opportunities for Labour Mobility.
 - Support the LMEM during strategic discussions with SEFOPE to promote and increase Labour Mobility visibility.
- **November 2020 – Current:** as a freelance translator to translate and proofread translation documents from English to Tetum with CCJK. As a freelancer, I only work to translate or proofread the company's document when they have a project for me.
- **3rd April 2019 – 5th August:** as a Training Coordinator at Peace Corps. My responsibilities were:
 - Under the oversight of the Training Manager (TM), conduct all preparations for training events. Provide initial research on and arrangements for venues, transportation, guest speakers, and other logistical coordination.
 - Handle all major communication for the Training Unit; contact and maintain relations with appropriate Government offices; and prepare all correspondence, memoranda, texts, letters and documents.
 - Translate documents and letters from Tetun to English and English to Tetun; prepare official documents and correspondence to be forwarded to Peace Corps Headquarters; and maintain and update all inventory, records and files for the Training Unit.
 - Provide administrative support to the Training Unit; make appointments, prepare schedules; handle telephone calls; and other general administrative assistance.
 - In coordination with the TM and Financial and Administrative Assistant (FAA), assists with fiscal, cost and budgeting controls and procedures, including approved disbursements for services rendered in support of the training.
 - Act as primary backup support for TM.
 - Works closely with key staff in the General Services Unit and Admin/Finance unit in the development and implementation of policies and procedures regarding the use of and access to all Peace Corps and/or training site equipment and services.

- In coordination with the TM, collects and evaluates feedback on the results of training for quality of delivery and use of information so that relevant feedback is incorporated into future training events.
 - As needed provides identification or development of materials and resources for training or representational events including photocopying and submissions for bids to vendors. Maintains and inventories training materials and items, working with General Services Manager for appropriate storage of same during non-training times.
 - Working with the TM and General Services, is responsible for scheduling all PC vehicles used for each training events for transportation of staff, Trainees/Volunteers and guests in coordination with the General Services Unit.
 - Completes special projects and assignments for the DPT and/or the Country Director as directed.
- **30th September, 2020 – 25th March 2021:** as a freelance translator to translate a short business document from English to Tetun from **translated**.
 - **November 2020:** as a freelance translator to translate short document from Bayville Languages
 - **15th May 2017 – 22nd May 2018:** as a Management Trainer for Similie Unipessoal, Lda. to design training modules, deliver training, design training needs assessment questionnaires, conduct Training Needs Assessment for RHTO, facilitate workshops, and reporting.
 - **October 2017 – March 2018:** on behalf of Similie Unipessoal, Lda. to be a consultant at GIZ to conduct ENDIGO project assessment data collection through 21 group discussions in municipality of Viqueque and Lautem, and write a final report of assessment to be sent to GIZ.
 - **April to May 2017 –** as an Interpreter Consultancy for Social Impact – USAID to translate documents and help international researcher to provide consecutive interpreting during one-on-one interviews through data collection in the field and transcribe as well as translate audio recordings from Tetun into English after the interviews for Avansa Agrikultura project.
 - **12th June 2016 – 25th October 2016:** as a Technical Trainer on Community Economic Development (CED) for Peace Corp Timor Leste to design CED curriculum, Calendar of Training Event (COTE), session plan and deliver CED technical training sessions to Peace Corp’s volunteers from America during Pre-Service Training in Dare, Dili – Timor Leste.
 - **14th March 2016 – 30th June 2016:** as an Interpreter Consultancy for Social Impact – USAID to translate documents and help international researcher to provide consecutive interpreting during one-on-one interviews through data collection in the field and transcribe as well as translate audio recordings from Tetun into English for the evaluation of Ba Distrito Program.
 - **16th July 2015 – 24th August 2015:** as an Interpreter consultancy for Social Impact – USAID to translate documents such as interview protocols, interpret and facilitate Small Group Discussion among PNTL institution for SPSP project.
 - **18th June 2015 – 30th September 2015:** as a Researcher for Fragility Assessment at CEPAD (Centru Estudo ba Paz no Dezenvolvimento) – Bidau Akadiru Hun, Dili. As a researcher I am engaged to facilitate debates or Focus Group Discussions on Peacebuilding and Statebuilding in 13 municipalities throughout Timor Leste. The interactive dialogues were participated by diverse organization representatives, such as government reps, NGO reps (both local and international), church reps, community reps, village leaders, PNTL reps, FFDTL reps, etc. in a municipality.

- **9th May 2014 – 25th March 2014:** as a consultant for Research and Monitoring Officer – PNDS-REP – World Bank, Lecidere Dili. As research and monitoring officer, my roles are below:
 1. Field research/monitoring: collect Qualitative and Quantitative data using both face to face interview and observation methodology.
 2. Interpreting and translation: interpreting what interviewee said to the international researcher and translating the audio recordings about interviews from Tetum into English for the references to write the report.
 3. Analysis and reporting: distribute to the summary and analysis of Qualitative and Quantitative data collected during research and monitoring activity.
 4. Coordination and administration: perform administrative task relating to scheduling, logistic and documentation.
- **10th April 2013 – 31st May 2014:** as a National Social Development Trainer for National Suco Development Program/Programa Nasional Dezenvolvimentu Suku (PNDS) – CARDNO AUSAID, Balide – Dili. As social development trainer, I was in charge to work in a team to deliver eight modules of training about social issues, including Presentation skills, Facilitation skills, Training skills, Gender and disability, Building Community Management Teams, PNDS Planning Phase, PNDS Construction Phase, and Operation and Maintenance. A part of this, I was also engaged to review modules for training of trainer especially about women empowerment as well as create the case study on women empowerment as well as conducted the induction for new CARDNO-PNDS staffs and advisers (both national and international advisers). In additional, I also assisted the Logistic and Procurement Officers to arrange the venue, materials and equipment including modules, notebooks, pens, flipcharts, etc. for the training events.
- **August 2011 – January 2012:** as a teacher of mathematic for Postulant of Sejuita in Taibesi, Dili
- **January 2011 – January 2012:** as a lecturer of Organic Chemistry I and II, Organic Chemistry Lab I and II, Basic Chemistry I and II (Quimica Basica) and Specific Portuguese (Português Specifico) in department of Chemistry, faculty of Education, Arts and Humanities – UNTL, Dili.
- **September – December 2010:** as a lecturer of Nuclear Chemistry in department of Chemistry at Universidade de Dili (UNDIL), Dili
- **September 2004 – May 2005:** as a teacher of Mathematic at Catholic Junior High School of Sta. Terezinha do Menino Jesus in Quelicai, Baucau.

V. LANGUAGE PROFICIENCY

Language	Speaking	Writing	Understanding	Reading	Level
Tetum	Fluently	Fluently	Fluently	Fluently	Mother Tongue
Makassae	Fluently	Fluently	Fluently	Fluently	Local Tongue
English	Fluently	Fluently	Fluently	Fluently	Advanced
Bahasa Indonesia	Fluently	Fluently	Fluently	Fluently	Advanced
Portuguese	Limited	Limited	Enough	Enough	Basic

VI. SKILL SUMMARY

1. *Communication Skills:*

- Communicate with people at different level
- Can work with others in a team or as part of a team
- Running the tasks both independently and managed or directed by the supervisor
- Open minded to receive any feedback from someone else
- Happy to help fellow workers to achieve an organization goal

2. *Computer Skills:*

- Microsoft Word, Excel, PowerPoint, etc.
- Advanced searching internet online,
- Using Google Drive, Microsoft Outlook, etc.
- Able to use multimedia equipment such as Digital Camera, Video Camera, Recorder, Video Recorder, Photocopier, Scanner, Printer, etc.

3. *Interesting:*

- Learning and trying new things
- Searching information regarding to the projects or tasks
- Listening to the Music and watching TV

REFERENCES:

1. Floriano Carvalho
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2. Ginalyn Espiritu
Financial Specialist/Contracting Officer at Peace Corps Timor Leste
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3. Lucy Barton
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