

Europass Curriculum Vitae

Personal information

Surname(s) / First name(s)

Freitas, Rui

Address(es)

Rua da Penha 3, Fl. 4, Flat M

Ed. Veng Fu San Chu

Macau, SAR

Telephone(s)

Mobile +853 66 500 346

E-mail rui@ccadvog.com

Nationality | Portuguese

Date of birth | 06 July 1979

Gender Male

Desired employment / Occupational field

Work experience

Dates

From February 2007 onwards

Occupation or position held

Paralegal & Translator

Main activities and responsibilities

Researched, drafted and reviewed the English and Portuguese contents of the firm's website and liaised with the graphic designer;

Implemented a client satisfaction survey program;

Translated a broad range of legal documents, including but not limited to legislation, judgments, powers of attorney, mortgage deeds and other collateral security documents, legal advice letters, trade mark specifications, petitions, legal briefs and applications, from and into English and Portuguese;

Prepared, drafted and/or reviewed legal demand letters, court proceedings reports, itemized bills, legal correspondence, and other letters, faxes and e-mails;

Prepared and filed new trade mark and renewal applications, and post-registration and assignment documents;

Conducted on-line legal research;

Conducted on-line trade mark searches;

Monitored and updated trade mark docket;

Coordinated with clients to ensure necessary documents were received for filing deadlines.

Name and address of employer

C&C Advogados

Avenida da Praia Grande, 759-3F

Macau, SAR

Solicitors' Firm Type of business or sector

> From November 2006 to January 2007 **Dates**

Occupation or position held ESL Teacher

Main activities and responsibilities Conducted lectures and one-to-one coaching;

Designed lesson plans;

Identified training needs and objectives;

Prepared monthly and weekly progress reports.

Name and address of employer Wall Street Institute

> Av. 25 de Abril, 21 r/c P-2795-197 Linda-a-Velha

Portugal

Type of business or sector Language School

Education and training

From September 2007 [ongoing] Dates

Law Degree Title of qualification awarded

General:

Principal subjects/occupational skills covered

Constitutional Law;

Administrative Law: Civil Law:

International Law: Law of Obligations; Labour Law: Commercial Law: Property Law:

General Theory of Chinese Law;

Economics;

From September 2001 to June 2006 Dates

Title of qualification awarded Bachelor of Arts in Modern Languages and Literature – English and Portuguese Studies

Principal subjects/occupational skills

General: covered English Language;

Linguistics;

Literary Theory;

Literature (Portuguese, English, American); Culture (Portuguese, English, American);

Translation:

Name and type of organisation providing education and training Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa

Avenida de Berna, 26-C P-1069-061 Lisboa

Portugal

Level in national or international classification

ISCED 5A

Dates

From September 1997 to December 1999

Attended

Bachelor of Science in Computer Engineering

Principal subjects/occupational skills

covered Programming in Pascal, C and C++;

Digital Systems; Computer Architecture;

Physics: Mathematics:

Personal skills and competences

Mother tongue(s)

Portuguese

Other language(s)

Self-assessment

European level (*)

English Spanish Standard Mandarin

Written Chinese

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B1	Independent User	B2	Independent User	B1	Independent User	A2	Basic User	A2	Basic User
A1	Basic User	-		A1	Basic User	A1	Basic User	-	
-		A1	Basic User	-		-		-	

^(*) Common European Framework of Reference for Languages

Social skills and competences

Solid interpersonal and teamwork skills;

Ability to work independently with minimal supervision;

Excellent written and verbal communication skills;

Strong customer service orientation;

Excellent ability to adapt to multicultural environments and to tackle new challenges;

Desire to learn and develop new skills;

Draws on past professional and academic experiences in Portugal, England and Asia.

Organisational skills and competences

Excellent attention to detail, strong organizational, administrative and prioritizations skills;

Analytical thinking and superior problem solving skills;

Ability to multi-task and to work in a fast-paced, deadline driven and challenging environment.

Computer skills and competences

Excellent computer skills and working knowledge of Microsoft Products, namely, Windows, Word,

PowerPoint, Access and Outlook;

Excellent e-skills:

Knowledge of Wordfast and Adobe Photoshop CS2;

Knowledge of computer programming, namely, in Pascal and C;

Accurate typing at 50 WPM.

Artistic skills and competences

Poetry and Literature;

Member of the Portuguese Society for Authors (SPA);

Other skills and competences

Shorinji Kempo (Japanese Buddhist martial art);

Mountain Biking and fitness;

Driving licence

Category B;

Annexes