

CURRICULUM VITAE
DANIELA MIRA



PERSONAL INFORMATION

- Name: Daniela Guimarães Guerreiro de Mira
- Birth place and date: Portugal, 1981
- Nationality: Portuguese and Brazilian
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WORK EXPERIENCE

- Official Translator and junior writer and editor for RioTur (Rio de Janeiro Tourism Ministry)– Brazil, **2011**
- Education advisor for Universal Study – **United Kingdom**, 2011
- Expedition leader, logistics manager and expedition evaluator for British NGO World at Play, during expedition to Austria, Bosnia, Croatia, Kosovo and Serbia - **Balkans**, 2011
- Presentations at schools and industries for HIV and AIDS awareness (Standard Chartered Bank project in association with AIESEC) – **India**, 2009
- Research for Resurgent India – **India**, 2009
- In house translator and interpreter for import and export company (Life Stone Lda) - **China and Portugal**, 2008
- Primary school teacher of English (Sportsway, Serviços Desportivos Lda) - **Portugal**, 2007
- Translator and subtitler for television (Sintagma Traduções Lda) – **Portugal**, 2006
- Translator of landscape documents (Forma Verde Jardins e Plantas, Lda) – **Portugal**, 2005

- Interpreter in tenants meeting (Marocha, Lda – Empreendimentos Turísticos) – **Portugal**, 2003

EDUCATION AND QUALIFICATIONS

- Practical Program Management Crash Course, World at Play – **Wales**, 2011
- Masters in International Education and Development, University of Sussex – **United Kingdom**, 2010
- Undergraduate Degree in Languages, Literatures and Cultures, Lisbon University – **Portugal**, 2008
- Certificate of Proficiency in English, British Council – **Portugal**, 2007

LANGUAGES

- Fluent Portuguese
- Fluent English
- Advanced Spanish
- Intermediate French
- Basic German

IT SKILLS

- Proficiency in Microsoft Word, Power Point, Excel
- Proficient in subtitling program – Spot Subtiter

TECHNICAL SKILLS

- Corporate profile management in blogs and social networks;
- Organising events, conferences and forums;
- Critical thinking and analytical skills needed for planning, development and evaluation of programmes and as resources;
- Selecting future business partners;
- Inter-company consultancy;
- Experienced logistics manager and programme evaluator;
- Partner liaison, responsible for organising and reinforcing public and inter-cultural relationships;

- Compiling documents in which mistakes were identified as well as evaluation documents, including lessons learned and future improvements;
- Academic and informal research skills in English and Portuguese;
- Gathering information regarding the need for intervention and improvement of projects;
- Organising evaluation files and managing resources for a network of professionals and providing technical support reports;
- Developing and building sustainable and mutually beneficial partnerships between networks of people from different cultural and social backgrounds;

SOFT SKILLS

- dependability
- conscientiousness
- communication skills
- creative problem solving
- leadership skills
- organizational skills
- team building

*Referees available upon request