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|  | ***Angela Viehmayer Gaudencio****aviehmayer@gmail.com**Phone: +55 21 8244-9935* *Skype: aviehmnayer* |

***Personal Information***

**Nationality:** Brazilian

**Availability:** Immediately.

***Formal Education/Degree***

**2000 – 2005:** Bachelor in Social Sciences.

State University of Rio de Janeiro - Brazil

***Professional Experience***

**Freelancer**

**Contract** *Full time*

**2010 - Current**

Type of contract: Freelancer, Functional Placement: Translator/Virtual Assistant

**Main duties**

- Translation and Article Writing (Brazilian Portuguese);

- Technical writing: reviews, blogging and newsletters;

- Transcriptions (audio and handwriting);

- Translations of subtitles;

- Data Entry;

- Web Research;

- Trip scheduling;

**United Nations Development Program - UNDP**

**Contract** *Full time*

**2009 - 2010**

Type of contract: Consultant, Functional Placement: Project Analyst

**Main duties**

-Proposal writing of public projects;

- Project documents management;

- Data Entry;

- Trip scheduling;

-Translation of official documents.

**Community Empowerment Network – CEN (**[**http://www.endruralpoverty.org**](http://www.endruralpoverty.org)**)**

**Contract** *Full Time*

**2008 - 2009**

Type of contract: Consultant, Functional Placement: Field Manager

**Main duties**

*- Implementation of pilot-project in capacity building for entrepreneurs on river communities in the Brazilian Amazon:*

- Field Trips;

- Project and financial reports;

- Fundraising;

- Data collection (qualitative and quantitative);

- Analysis of primary data.

**Contract** *Part Time*

**2004 - 2008** Type of contract: Volunteer, Functional Placement: Volunteer

**Main duties**

- Project proposals writing;

- Project methodology initial research;

- Project methodology initial design;

-Translation of several documents regarding the project.

**State Government of Rio de Janeiro**

**Contract** *Full time*

**2006 - 2008**

Type of contract: Commissioned, Functional Placement: Administrative Assistant

**Main duties**

-Proposal writing of public projects;

-Trip Scheduling;

- Project documents management;

-Translation of official documents.

***Languages***

**English:** *IELTS – 8.0*

**Brazilian Portuguese:** *Native*

**Spanish (learning):** *Reads Reasonably, Writes Reasonably, Speaks Reasonably.*