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| Europass  Curriculum Vitae | |  | | | | | | | | | | |
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| Personal information | |  | | | | | | | | | | |
| First name(s) / Surname(s) | | Sara Diogo Reis Baptista | | | | | | | | | | |
| Address(es) | | Rua de Entrecampos, n18, 1Dto, 1000-152, Lisboa  Portugal | | | | | | | | | | |
| Mobile: | | +351 91 429 65 37 | | | | | | | | | | |
| E-mail | | [sdiogoreisb@gmail.com](mailto:sdiogoreisb@gmail.com) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Nationality | | Portuguese | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Date of birth | | 20-09-85 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Gender | | Female | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Occupational field | | Translator/Reviser from English/Spanish to European Portuguese | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | |
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| Dates | | May 2006 – October 2008 | | | | | | | | | | |
| Occupation or position held | | Freelance Translator | | | | | | | | | | |
| Main activities and responsibilities | | Translation of documentaries for subsequent dubbing | | | | | | | | | | |
| Name and address of employer | | Matinha Estúdios Som  Rua 2 da Matinha, Lisboa, Portugal | | | | | | | | | | |
| Type of business or sector | | Subbing and Dubbing | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | May 2011 – June 2011 | | | | | | | | | | |
| Occupation or position held | | Administrative Assistant (Intern) | | | | | | | | | | |
| Main activities and responsibilities | | Customer greeting, receiving and processing documentation, archiving, writing of letters and e-mails to financial institutions and customers. | | | | | | | | | | |
| Name and address of employer | | ExChange Alameda  Rua Ângela Pinto, Mercado Arroios - loja 30  1900-067, Lisboa, Portugal | | | | | | | | | | |
| Type of business or sector | | Financial Consulting | | | | | | | | | | |
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| Education and training | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 2010-2011 | | | | | | | | | | |
| Title of qualification awarded | | Administrative Assistant (1700h course including 210h internship) | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Basic Notions of law and accounting; working with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook); writing skills including formal letters in both English and Portuguese | | | | | | | | | | |
| Name and type of organisation providing education and training | | CITEFORMA – Centro de Formação Profissional dos Trabalhadores de Escritório, Comércio, Serviços e Novas Tecnologias (Professional Training Centre for Office, Commerce, Service and IT Workers) | | | | | | | | | | |
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| Dates | | 2006 -2013 (expected conclusion) | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Translation Bachelor's Degree (CAT tools; quality control in translation services; translating literary, technical, scientifical, legal and technical texts to and from English, Spanish and Portuguese). | | | | | | | | | | |
| Name and type of organisation providing education and training | | Universidade Nova de Lisboa – Faculdade de Ciências Sociais e Humanas | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 2004-2006 | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Linguistics Bachelor's Degree (Phonetics, Grammar, Syntax, Morphology) | | | | | | | | | | |
| Name and type of organisation providing education and training | | Universidade Nova de Lisboa – Faculdade de Ciências Sociais e Humanas | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | |
| Mother tongue(s) | | Portuguese | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | Speaking | | | | Writing | |
| European level (CEFR) | |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |
| English | |  | C2 | Advanced User | C2 | Advanced User | C2 | Advanced User | C2 | Advanced User | C2 | Advanced User |
| Spanish | |  | C1 | Advanced User | C1 | Advanced User | B1 | Independent User | B1 | Independent User | B1 | Independent User |
| Japanese | | A1 | A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User |
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| Social skills and competences | | In groups that I have been a part of I have shown cooperation skills, team spirit, leadership qualities if the need arises and a good head to deal with adversities. | | | | | | | | | | |
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| Organisational skills and competences | | Capable of working under tight schedules and stress. Methodical. | | | | | | | | | | |
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| Computer skills and competences | | Comfortable with Microsoft OS and Office 2010 (mainly Word, Excel, Access and Powerpoint). College experience with Wordfast and SDL Trados Suite (Trados and Multiterm). Practical experience in online research. | | | | | | | | | | |
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| Artistic skills and competences | | Fond of writing. | | | | | | | | | | |
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