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| EuropassCurriculum 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, LisboaPortugal |
| Mobile: | +351 91 429 65 37 |
| E-mail | sdiogoreisb@gmail.com |
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| Nationality | Portuguese |
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| Date of birth | 20-09-85 |
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| Gender | Female |
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| Occupational field | Translator/Reviser from English/Spanish to European Portuguese |
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| 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 SomRua 2 da Matinha, Lisboa, Portugal |
| Type of business or sector | Subbing and Dubbing |
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| 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 AlamedaRua Ângela Pinto, Mercado Arroios - loja 301900-067, Lisboa, Portugal |
| Type of business or sector | Financial Consulting |
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| Education and training |  |
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| 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 |
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| 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 |
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| 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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