

## PERSONAL INFORMATION **Dora Margarida Simões Oliveira Dinis**

Beku Jamboa, Bebonuk, Dili, Timor-Leste

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Date of birth 30/10/1974 | Nationality Portuguese

## WORK EXPERIENCE

- February, 2024 – until today **Advisor – specialist in Education - RAEOA**  
President of Authority's Office (GPA) / Regional Secretary for Education and Social Affairs (SREAS) in Special Administrative Region of Oé-Cusse Ambeno (RAEOA), Timor-Leste
- June, 2022 – October 2023 **English Department Coordinator and teacher - University**  
UCT (Universidade Católica de Timor-Leste), Dili, Timor-Leste
- August, 2022 – April, 2023 **Consultant – specialist in Basic Education Curriculum**  
MoEYS (Ministry of Education, Youth and Sport) / World Bank, Dili, Timor-Leste
- March, 2021 – February 2022 **Portuguese trainer and Proofreader (journalism)**  
CLJ (Consultório da Língua para Jornalistas), Dili, Timor-Leste
- April, 2013 – February, 2021 **Portuguese Programme Manager, Portuguese and English teacher and translator**  
LELI (Lorosa'e English Language Institute), Dili, East-Timor
- November, 2008-August, 2012  
and  
September, 1999-August, 2005 **English, French and Portuguese teacher**  
Portuguese state/public secondary, middle and primary schools (students from 6 to 18 and adults)
- September, 2005 – October, 2008 **Coordinator and teacher trainer of a Primary English teachers' team**  
**Portuguese and English teacher and translator**

## Part-time work experience

- May, 2008 – May, 2011 **Technical translator and proof-reader (English-Portuguese)**  
Sew-Eurodrive, Germany/Portugal
- Translating, proof-reading and editing technical manuals - areas of Mechanics, Electronics and ICT
- September, 2007 – June, 2008 **Primary English teacher in Portuguese state/public primary schools**
- September, 2007 – June, 2008 **Business and technical English trainer/teacher in several Portuguese companies**
- November, 2001 – August, 2002 **Portuguese teacher (PLE – Portuguese as a foreign language)**
- 1998 – 2024 **Tutor and translator**
- Literary and technical translations (English/French–Portuguese)
  - English, French and Portuguese tutor (all ages)

## EDUCATION AND TRAINING

- January, 2013 – February, 2013 **CELTA (Certificate of English Language Teaching to Adults – Cambridge)**  
International House, Lisboa
- January, 2008 **Diploma in General and Semi-specialised Translation, Level 7 (English-Portuguese) – IOL exam**  
IOL (Institute of Linguists), London
- November, 2006 - June, 2007 **Translation Course, English-Portuguese - IOL exam preparation**  
British Council, Coimbra, Portugal
- September, 2005 **MA – Masters in Compared Literature and Poetics: Portuguese and English (Master's thesis defence)**  
Department of Literature and Linguistics, University of Évora, Portugal

May, 2004 – September, 2004	<b>Multimedia Designer course and training (560 Hours)</b> Conclusão, Training company, Coimbra, Portugal
March, 2004 – April, 2004	<b>Microsoft Office Software course (60 Hours)</b> Conclusão, Training company, Coimbra, Portugal
September, 2003 – October, 2003	<b>Training for Trainers/Teachers Course (60 Hours)</b> Conclusão, Training company, Coimbra, Portugal
October, 2002 – July, 2003	<b>Post-Graduation in Compared Literature (Portuguese, English and French)</b> Department of Literature and Linguistics, University of Évora, Portugal
September, 1998 – July, 1999	<b>Equivalent to a TEFL/TESOL course: 1 year of teacher training and seminar sessions (English and French teacher)</b> Portuguese state school with supervision of the University of Coimbra, Portugal
September, 1992 – July, 1997	<b>BA: Degree in Modern Languages and Literatures, English/French/Portuguese (with professional educational training and translation studies)</b> Faculty of Arts, Coimbra University, Portugal

## PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C1	C1	B2	B2	C1
Tetun	A2	B1	A2	A2	A2

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Proficient User	Proficient User	Proficient User

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)