# CURRICULAM VITAE

## OF

**FERNANDO COSTA**

**PERSONAL DETAILS**

### NAME Fernando J. Domingos da Costa

### DATE OF BIRTH 02/01/1963

NATIONALITY South African/Portuguese

LANGUAGES English

Portuguese

French (Fair)

Spanish (Fair)

HEALTH Excellent

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**EDUCATION**

**Senior Certificate (Matric Equivalent) Grade 12**

Arroios High School and Queen Leonor High School

Lisbon, Portugal

**Subjects:**

History of Art

Geometry

Geography

**António Arroios High School**

Diploma in Image and Visual Arts

**BACHELOR IN SOCIAL SCIENCES-Open University in Lisbon - Incomplete**

**SPECIAL TRAINING RECEIVED:**

* Public Relations.
* Public Sector Budgeting, Accounting and Auditing.
* Advance Human Resource Management Policy and Strategy.
* Leadership Development for Local Government Executive Officers.
* Procurement and Supply Chain Fraud, Prevent and Investigate.
* Excel Level 1,2,3;
* Administrative Assistants and Secretaries.

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**SKILLS**

* Budget Management Technical Education
* Technical Assistant
* Public Relations
* MS-DOS
* WINDOWS
* WORD DBASE
* General Accountancy
* Computerized Accountancy
* Excel
* Application of Fiscal Law
* Application of Official Accounts
* Public Accountancy
* Manager
* Portuguese Teacher Privately
* Sworn Translator and Interpreter Portuguese-English and English-Portuguese
* Certificate by E.T.U. Trainer for Youth Politicians in South Africa
* Freelance Bilingual Facilitator
* Portuguese Teacher at Rand Tutorial College
* Standard Bank Portuguese Freelance Translator
* Women on Farms

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**WORK HISTORY**

**COMPANY:** SOUTHERN SALES, JOHANNESBURG

**EMPLOYMENT DURATION:** February 2004 - January 2006

**POSITION HELD:** Sales Executive

**RESPONSIBILITIES:**

* Business Development.
* Sales & Marketing.
* Book Keeping - Financial Accounting Management.

**Reason for Leaving:** To Start Own Business

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**COMPANY**  SELF’EMPOLYED @FC Translations

**EMPLYOMENT DURATION** January 2006-Current

**POSITIONS HELD** Portuguese Teacher,

Sworn Translator/Interpreter,

**Freelance Bilingual Trainer** (Portuguese &

English)

**RESPONSIBILITIES:**

* Practices as a Part-Time Portuguese Teacher in a Private College.
* Sworn Translator and Interpreter Services.

**FEW SPECIAL TRANSLATIONS PROJECTS:**

1. **STANDARD BANK PROJECT –** (I-Learning Department) - From 2014 - 2015, Provided Translating Services from English to Portuguese of all On-Line Banking Systems for Mozambique and Angola Countries.
2. **NGO - WOMEN ON FARMS,** Cape Town Based (June 2016 - Three Day Work), provided Translating & Interpreting Services on Agricultural Programmes from Portuguese to English and vice versa for Tanzania, Mozambique, Mauritius, Malawi, Zimbabwe & South Africa.
3. **(ETU – Education Training Unit) -** Programme for Youth Politicians in Southern Africa. This is an Annual Four Weeks Assignment where I was Accredited with the below Mentioned Subjects and I further Translate Course Content of these Subjects from Portuguese to English and from English to Portuguese and then Provide Training on them, they are as follows:
4. **(R.T.C.-Rand Tutorial College)-**Teach Portuguese as Second Additional Language-Grades 10,11,12

**E.T.U. Program for Youth Politicians in Southern Africa, Accreditation Certificate in the following subjects**

* Basic Economics
* Political Communications
* Election Campaigns
* Ending Discrimination
* Training Skills
* Poverty and Development
* Campaigning for Change
* Gender Mainstreaming
* Sustainable Development
* Party Constituency-Building and Governance
* Planning and Implementation
* Putting Youth Issues on The National Agenda
* Anti-Corruption Strategies
* Co-Operation and Networking

***…..All references available on request…..***