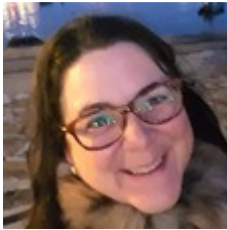


PERSONAL INFORMATION

Joana Furtado de Mendonça



Porto, Portugal

imlafm@gmail.com

Sex Female | Date of birth 31/07/1976 | Nationality Portuguese

JOB APPLIED FOR POSITION
PREFERRED JOB STUDIES APPLIED FOR
PERSONAL STATEMENT

Freelancer Translator

WORK EXPERIENCE

Replace with dates (from - to)

Professor for 5th and 6th (10/11 years old) years scholarship, Language: English
Personal Assistant to Faculty of Medicine of University of Porto, Ministry of Science, Technology and Higher Education
Technician of Public Human Resources
Technician of Public Finances

EDUCATION AND TRAINING

Replace with dates (from - to)

Bachelor Degree in Personal Assistant
Post Graduation in Human Resources Management

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1/B2	B1/B2	B1/B2	B1/B2	B1/B2
	Replace with name of language certificate. Enter level if known.				
Spahish (castelhana)	B1/B2	B1/B2	B1/B2	B1/B2	B1/B2
	Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:
▪ good communication skills gained through my experience as personal assistant and with connections with for example European Commission, Universities all around the world

Organisational / managerial skills I was a leadership (responsible for a team of 6 people)

▪

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

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

Replace with name of ICT-certificates

good command of office suite (word processor, spread sheet, presentation software)
good skills machine translation: TRADOS