

**EUROPASS
CURRICULUM VITAE**



PERSONAL INFORMATION

Surname / First name	PAULA PERPÉTUA RODRIGUES MOREIRA
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Telephone/Mobile	917 345 922
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Nationality	Portuguese
Date of birth	04.02.1968

Work experience

- | | |
|--|---|
| • Dates | 2015/2021 |
| • Name and address of employer | Freelancer |
| • Type of business or sector | Translation |
| • Occupation or position held | Translator jobs |
| • Main activities and Responsibilities | Translation for retail customers in different areas:
Automotive and Mechanical, Current language, Food industry, Commercial language, Contracts, Fashion and Training material for: Sports and Aeronautic industry. |
| • Dates | 2005/2019 |
| • Name and address of employer | ISQ |
| • Type of business or sector | Industrial Equipment Inspection |
| • Occupation or position held | Administrative work |
| • Main activities and Responsibilities | Send the quotations and do the concerning follow-up. To organize the technicians calendar. Subcontracting suppliers. Mailing dispatch. Hotel Reservations and Travel Booking. Dealing with complains. Issue the purchase orders and the invoices with SAP system. |
| • Dates | 1997/2005 |
| • Name and address of employer | ISQ |
| • Type of business or sector | North delegation |
| • Occupation or position held | Executive Secretary |
| • Main activities and Responsibilities | Contact with the customers. Correspondence. Typing. To organize the Manager schedule. Organization events / meetings. |

<ul style="list-style-type: none"> • Dates 	1996/1997
<ul style="list-style-type: none"> • Name and address of employer 	ISQ
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of business or sector 	DN - Training
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Occupation or position held 	Administrative work
<ul style="list-style-type: none"> • Main activities and Responsibilities 	Registration of the trainees Organisation of the training material Conclusion of the process /Issuing of the Certificate
<ul style="list-style-type: none"> • Dates 	1990/1993
<ul style="list-style-type: none"> • Name and address of employer 	Fábrica de Papel de Fontes
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of business or sector 	Exportation Department
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Occupation or position held 	Responsible for the Exportation Department
<ul style="list-style-type: none"> • Main activities and Responsibilities 	Orders reception Despatch of orders for the production department Control of delivery dates Transport of goods (transport procurement and attend to all the documentation process) Issue of invoices Orders conclusion
<ul style="list-style-type: none"> • Dates 	1988/1990
<ul style="list-style-type: none"> • Name and address of employer 	Fábrica de Papel de Fontes
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Occupation or position held 	Recepcionist
<ul style="list-style-type: none"> • Main activities and Responsibilities 	Receiving directing and announcing visitors Answering and forwarding incoming phone calls Receiving and sorting daily mail

EDUCATION AND TRAINING

<ul style="list-style-type: none"> • Dates 	2014
<ul style="list-style-type: none"> • Name and type of organisation providing education and training 	Universidade Aberta
<ul style="list-style-type: none"> • Level in national or international classification 	Degree in Applied Languages

<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>2011</p> <p>Universidade Aberta / Qualification Course for Higher Studies</p> <p>Portuguese / English / Information Technology</p>
<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training 	<p>2002</p> <p>12º ano - Procº. Eqv. 3065/01</p> <p>Ministry of Education</p>
<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1985/88</p> <p>Secretariat Course</p> <p>Externato Portuense de Instrução Prática</p> <p>MS-DOS, Windows, Wordstar, Winword, Lotus 1-2-3, Excel, Dbase, Basic</p>
<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1985</p> <p>11º ano</p> <p>Escola Secundária de Valadares</p> <p>Humanities</p>

OUTRAS FORMAÇÕES

<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1998</p> <p>Lancaster College</p> <p>French / Level A8 - 8 years</p>
<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Designação da Formação/Acção 	<p>1998</p> <p>Lancaster College</p> <p>English / Level D – 5 years</p>
<ul style="list-style-type: none"> • <i>Dates</i> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1993</p> <p>IT Course</p> <p>TGI - Telecomunicações, Gestão e Informática, Lda.</p> <p>MS-DOS, Windows, Wordstar, Winword, Lotus 1-2-3, Excel, Dbase, Basic</p>

**APTIDÕES E COMPETÊNCIAS
PESSOAIS**

Mother tongue
Other language(s)
Self-assessment
European level (*)
English
German
French
Spanish

Portuguese

Understading		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C1	C1
B1	B1	B1	B1	B1
C1	C1	B2	B2	B2
C1	C1	B2	B2	B2

(*) Common European Framework of Reference (CEF) level

Santa Maria da Feira
