



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) Dias, Ana Lúcia Teodoro
Address(es) Travessa do Vimeirão n°6
8550-145 Marmeleite
Algarve - Portugal
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Fax(es)
E-mail anita.teodoro@gmail.com (personal)
Nationality Portuguese
Date of birth 15/07/1984
Gender Female

Desired employment / Occupational field

Translation area

Work experience

Dates **March 2010 to the end of June 2010 (Ongoing)**
Occupation or position held Trainership in Translation as part of the last semester on the bachelor Degree in Tradução e Interpretação Multimédia
Main activities and responsibilities Translations and other parallel activities within the company, such as, Budgets, Client's Database, Project Management and budgeting, among other.
Name and address of employer Inpokulis Traduções e Eventos
Av. 5 de Outubro, 40, 1º
8000-076 Faro
Algarve - Portugal
Dates **March 2007 - present**
Occupation or position held Manager – Responsible in the absence of the manager
Main activities and responsibilities Cashier and replacement in the Food Industry
Name and address of employer Bom Dia Mini-Market – Rua Inácio Veríssimo Cabrita n°1 8550-145 Marmeleite Algarve - Portugal
Dates **August 2007**
Occupation or position held Trainer/ Entertainer
Main activities and responsibilities Training on IT for children aged 7 to 10 years, addressing basic content on certain programs including Word, Excel, PowerPoint and Internet (search engines and creating e-mail).
Name and address of employer Parish of Marmeleite by Instituto Português da Juventude de Faro (Portuguese Youth Institute)
(Algarve - Portugal)

Dates	October 2006 to April 2007
Occupation or position held	Traineeship in Childhood Education
Main activities and responsibilities	Planning and carrying out of activities with children in preschool with a program developed by the teacher in charge (traineeship).
Name and address of employer	Jardim de Infância (Kindergarden) N°2 Mira Serra, Loulé (Algarve - Portugal)
Dates	October 2005 to March 2006
Occupation or position held	Traineeship in Childhood Education
Main activities and responsibilities	Planning and carrying out of activities with children in preschool with a program developed by the teacher in charge (traineeship).
Name and address of employer	Jardim de Infância (Kindergarden) da Rede Pública, Olhão (Algarve - Portugal)
Dates	March 2005
Occupation or position held	Traineeship in Childhood Education
Main activities and responsibilities	Teaching Practice (observation of nursery work done by educators with a group of children of 12 to 24 months)
Name and address of employer	Centro Infantil (Children center) da Santa Casa da Misericórdia de Faro (Algarve - Portugal)
Dates	March 2004
Occupation or position held	Traineeship in Childhood Education
Main activities and responsibilities	Collection of data for research on the relationship between school and home/ community environment.
Name and address of employer	Lar da Criança (Children Home), Portimão (Algarve - Portugal)
Dates	July and August 2002
Occupation or position held	Organization and participation in the Field of Drama
Main activities and responsibilities	Making a play based on folk tales with some young people to present it to the parish community.
Name and address of employer	Parish of Marmelete by the Instituto Português da Juventude of Faro (Algarve - Portugal)
Dates	July 2001
Occupation or position held	Entertainer
Main activities and responsibilities	Responsible for the entertainment program for children of the parish ranging 3 to 6 years.
Name and address of employer	Parish of Marmelete by the Instituto Português da Juventude of Faro (Portuguese Youth Institute) (Algarve - Portugal)
Education and training	
Dates	September 2007 to July 2010
Title of qualification awarded	Translation and Interpretation Multimedia (1st Cycle – Bachelor of Arts)

Principal subjects/occupational skills covered

Languages:
 Foreign Language A (French)
 Foreign Language B (Spanish)
 Portuguese Language

Areas of Expertise:
 Linguistics and Computing
 Interpretation
 Subtitling

Professional Field:
 Translation Project
 Project Enterprise in Translation
 Traineeship
 Translation Workshops - French – Spanish – Portuguese

Name and type of organisation providing education and training

Universidade do Algarve – Escola Superior de Educação e Comunicação
 Estrada da Penha
 8005 - 139 Faro (Algarve - Portugal)

Level in national or international classification

Dates **September 2003 to June 2006**

Title of qualification awarded

Bachelor of Arts in Childhood Education (uncompleted)

Name and type of organisation providing education and training

Universidade do Algarve – Escola Superior de Educação e Comunicação (Antiga Escola Superior de Educação)
 Estrada da Penha
 8005 - 139 Faro (Algarve - Portugal)

Personal skills and competences

Mother tongue(s)

Portuguese

Other language(s)

Self-assessment
European level ()*

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
French	(C1) Proficient User	(C1) Proficient User	(B1) Independent User	(B1) Independent User	(B1) Independent User	(C1) Proficient User			
Spanish	(B2) Independent User	(B2) Independent User	(B2) Independent User	(B2) Independent User	(B2) Independent User	(B2) Independent User			
English	(B1) Independent User	(B2) Independent User	(A1) Basic User	(A1) Basic User	(A1) Basic User	(A2) Basic User			

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Taste for interpersonal relationships, whether in personal terms, whether in work, always trying to be as humble and honest as possible.

Organisational skills and competences

Putting enough accuracy in meeting deadlines and quality of work done, which is achieved with management, also accurate in terms of resources.

Computer and Technical skills and competences

Programs such as Word, Excel (Elementary level), PowerPoint and Publisher. SDL Trados training in Level I.

Other skills and competences

Taste for reading, mainly novels several authors, as long as the title is suggestive. There is also a great love for watching subtitled TV shows. Text and grammar analysis skills in Portuguese.

Additional information

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