



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Inês Gonçalves**
Mobile +351910314604
E-mail(s) inesgoncalvez@gmail.com
Date of birth 18 October 1983
Gender Female

Work experience

Dates 2003 →
Occupation or position held Freelancer Translator

Clients: - DSM Group – Translation of Wiring Diagrams
- Incredible Idea Ltd – Website Translations
- Portugal Wine Guide – Winery documents translations
- University of the Azores – Scientific, Manuals and Literary translations
- Verde Valley School (Arizona) - Newsletter
- Binaryoptions.com – Website translations
- inWhat Language – Software translations
- Anlin Translation Services – Business/Finance translations
- Etc

Dates November 2010 →
Occupation or position held **University technical responsible**
Main activities and responsibilities Responsible for the application of future students; Contacts with international students;
Name and address of employer University of the Azores
Rua da Mãe de Deus, 9501 Ponta Delgada

Dates March 2010 - October 2010
Occupation or position held **Passenger Assistant**
Main activities and responsibilities Responsible for check of passenger and vehicles, security and safety aboard the ship; Selling tickets to travel aboard the boat.
Name and address of employer Atlânticoline
Gare Marítima do Terminal Oceânico Portas do Mar Av. Infante D. Henrique, 9500-770 Ponta Delgada (Portugal)
Type of business or sector Tourism and Travel (Cruise Ships)

Dates December 2007 - July 2009
Occupation or position held **Journalist**
Main activities and responsibilities Contacts with several individuals and public/private entities; Interviews on all kind of areas; Responsible for the reading, translation and collection of international articles to be used by the journal.
Name and address of employer Expresso das Nove
Rua Pe. José Manuel Pereira, 1-A, 9600-079 Pico da Pedra

Dates December 2002 - May 2003
 Occupation or position held Insurance representative
 Main activities and responsibilities Sell insurance policies, contact with clients, responsible for managing policies, payments and company's clients
 Name and address of employer Combined Insurance Company
 Type of business or sector Financial and insurance activities

Education and training

Dates September 2003 - September 2007
 Title of qualification awarded Degree in International Relations
 Name and type of organisation providing education and training University of the Azores

Personal skills and competences

Mother tongue(s) Portuguese

Other language(s)

Self-assessment
 European level (*)

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Technical skills and competences Strong sense of responsibility;

Computer skills and competences Wordfast; Microsoft Office; Photoshop; QuarkXpress;