

# CURRICULUM VITAE

## PERSONAL DATA:

## ABOUT:

Name: **Valbino Figueiredo**  
Location: **Lisbon, Portugal**  
E-mail: [figueiredo\\_valbino@hotmail.com](mailto:figueiredo_valbino@hotmail.com)  
Idioms: **English – Fluent/Bilingual**  
**Spanish - Advanced**  
**Portuguese - Native**

Versatile professional with a multidisciplinary background in Translation, Business Administration, complemented by vocational training. Experienced in mid-level management and IT roles coupled with freelance translation, showcasing adaptability and a diverse skill set.

## PROFESIONAL TRAINING:

Jan – Aug 2014: **Formation Course of Certified Translators - Introduction to CAT PT<->EN Translation, Literary and Juridical**  
CINFOTEC, Luanda, Angola  
Aug – Dec 2014: **Executive Administrative Assistant Course**  
**Advanced English Course**  
CINFOTEC, Luanda, Angola

## EDUCATION

Ago 2020 – Ago 2023: **B.B.A. in International Business Management**  
European International University, Paris, France  
Aug 2015 – Aug 2017: **Junior Year (B.Sc. in Petroleum Engineering/Chemistry/Linguistics)**  
The University of Tulsa, Tulsa, Oklahoma, USA  
May – Aug 2015: **English to Portuguese, Portuguese to English Translation Specialization**  
New York University, NY, USA  
Jan – May 2015: **English as a Second Language Certificate**  
University of Denver, Denver, Colorado, USA  
December 2013: **High School Graduate**  
Colégio Raio Verde, Luanda (Angola)

## PROFESIONAL EXPERIENCE

Jan 2022 – Apr 2024: **IT Support Service Desk**  
**Genpact, Lisbon (Portugal)**  
Prioritizing and answering phone calls, handling emails, web cases, and chats in designated languages, troubleshooting IT problems following SOPs, accurately documenting incidents, coordinating with resolver groups, sharing knowledge with team members, assisting trainers and management, contributing to process improvements in accordance to lean methodology, and consistently meeting LTO/PKT requirements.  
Oct 2018 – Present: **Freelance Translator**  
**Majorel, Others, Lisbon (Portugal)**  
Translation of diverse content across general, legal, literature, finance, e-commerce, and travel/tourism specialties. Delivering accurate and culturally sensitive translations, maintaining consistency in tone and style and meeting tight deadlines.  
Wordfast; SDL Trados Studio

- Jan 2019 – Jan 2022: **Professional Translator / Juridical Executive Assistant**  
**Legal VJK – Private Law Firm, Lisbon (Portugal)**  
 Notary/Translation services of diverse documentation with an emphasis on English to Portuguese/Spanish, but experience in other pairs also. Ensuring the management of a 5-member team and success of this LOB, coupled with juridical executive assistance for/and all legal matters, as well as financial services offering.
- Jul 2018 – Jan 2019: **Business Development and Sales Representative**  
**Grupo Scala, Lisbon (Portugal)**  
 Revitalizing energy product sales by performing effectual cold-calling tactics and maximizing CRM software efficiency. Actively identified and pursued new business opportunities by engaging potential clients, cultivating relationships, and effectively communicating the value proposition. Pivot in driving growth, fostering partnerships, and expanding the company's market presence.
- Aug 2017 – Jun 2018: **Receptionist/Assistant Office Manager**  
**BIAS Consultoria e Empreendimentos, Luanda (Angola)**  
 Empowering dynamic communication channels to inform, engage, and streamline information flow among potential clients, both internal and external. Serving as a proactive conduit between stakeholders and executives while efficiently managing the daily operations of the office environment, like coordinating schedules, direct communications, overseeing office resources, maintaining a great professional environment conducive to productivity.

## CERTIFICATES (courses)

- Genpact: **Accounts Payable; Generative AI (beginner); Data Bridge Green Belt (Data Analysis); Google Cloud Platform**
- Harvard ManageMentor: **Finance Essentials; Customer Focus; Difficult Interactions**

## COMPLEMENTARY INFORMATION

- Experience with SAP, JavaScript, Salesforce, RWS, Navision, Google Analytics, PHC software.
- MS Office Advanced Package (Word, Excel, Access, Point), Google Suite
- Great communication skills due to university classes focused in social and humanitarian causes.
- Multicultural experiences as a resident in other countries, therefore, possesses great adaptability and a flexible mind, key to learning and development in diverse areas.
- Fitness and living healthy enthusiast. Basketball, kickbox and bodybuilding sportsperson.
- Focused in serving others.