

José Manuel Serôdio
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Dear Sirs,

I am currently looking for a new career and job opportunities and could be interested to work for you.

I worked for The British Council, at their Lisbon head-office, for seven years as Administrative Officer/Office Manager, following a period of 4 years studying at Nottingham University (United Kingdom). Furthermore, I hold a 26 years sound professional Translation experience in Portuguese/English/Portuguese. I regard age and life experience in this score as a rather valuable asset, and decided to apply for a new job position either in Portugal or elsewhere abroad.

Attached, please find a brief *Resume*, as a first step to introducing myself. Should you be interested in proceeding towards a better discussion of this matter, may be in view of some local position vacant, or else even in view of any translation service-rendering, either in-house or through the internet, please do not hesitate to put forward any questions or queries you may have, and contact me through the co/ordinates provided herein.

I would be grateful if my personal information disclosed in my attached *resume* as well as this application remained confidential and be treated in the strictest confidence.

Looking forward to hearing from you.

Yours sincerely,



José Manuel Serôdio

Lisbon, (date of post).



José Manuel Félix Serodio

General Personal Information

- Nationality : Portuguese.
- Date of birth : 13.03.1968
- Marital status: single.
- Holds driving license [classes A, B & B1-transport vehicles<3.000 kg] & owns personal car.

Objectives

- Seeks job opportunity and career development with a solid company in an adequate and fulfilling activity, suitable and consistent with my professional and life experiences ;
- Positive attitude and a desire to work in a professional, diverse, international setting ;
- Salary and terms-of-service adjusted to experience and corresponding to new position responsibilities and demands.

Offers

- 7 years solid experience as Administrative Officer & Office Manager with The British Council, at their Lisbon head office.
- 30 years plus sound translation experience mainly in economic, financial and legal affairs fields.
- IT Knowledge & computer literate, advanced PC skills, practical knowledge of MS Office applications and other software tools (Act!, HTML, Internet tools and Translation tools as well).
- Strong intrapersonal and communication skills; strong Team Player, self-motivation and ability to work as part of a team in a multicultural environment. Integrity; Self-Awareness & adaptability; resilient; optimistic and innovative and a lifelong learner with sense of urgency that proactively senses and responds to problems and opportunities and takes action when needed.
- Managerial skills, planning abilities, ability to handle sensitive situations and analyse complex information, dynamism, spirit of initiative and sense of responsibility in decision-making ; Customer service experience; Strong discipline and commitment to organized working methods; Ability to impose rules and procedures; Quality and detail orientation; Excellent professional standards; Efficient time management skills; Efficient and conclusion of requested tasks and scheduled working plans;
- Availability & willingness to re-locate and travel, and experience in international business-making.

Education

1984–1986 University of Nottingham United Kingdom

(BA Joint Honours in Economics & Agricultural Economics)

- 2 years attendance of honours university degree in Economics.

Language skills

Portuguese (mother tongue), excellent command & fluency in English and good knowledge of French and Spanish (both oral and written).

Professional experience

1986/1993 The British Council Lisboa, Portugal
(Administrative Officer / Office Manager) General office and Staff management (16 people).

1986 – (. . .) **English/Portuguese Translator** Lisboa, Portugal

