CURRICULUM VITAE

Personal data:



Maria da Conceição Marques Lopes Robalo
Rua Nova nº 3
2640-730 S. Miguel de Alcainça
Portugal

Handy:+351-91-9350309
e-mail: robalosao@gmail.com

Born: 20.12.1964
Nationality: portuguese
Marital status: married
Children: 2 (grownup)

Education:

- 13th year of scholarity (concluded in Germany) = ABITUR (economy area) (1984)
- First Certificate of Cambridge School (done in Germany) (1982-84)
- 1st year of ISLA (course of Translators and Interpreters – german/english) (1984/85)
- Since 2012: finishing graduation in “Translation” (variant German and English) at the University: Universidade Nova de Lisboa (2012-2015).

Further education / Courses:

- Fluent in german – spoken and written, good knowledge in english (spoken and written), good bases in spanish (spoken and written), few learnings in french
- Secretaryship (1990)
- Word, Excel, Powerpoint, Access (1996/97)
- Secretaryship (1996)
- Course of security-record-system: Germany/Ludwigshafen (1997)
- Sales (1998)
- Quality (1998)
- Internal audits (1998)
- SAP (by CSC Ploenzke) (1998/99):
  - Sales-Management (SD)
  - Supply-Managemente (MM)
- English (refresh) (1999) – during 6 month
- 2004: Spanish course (levals I e II) – School: “Mais” in Torres Vedras/Portugal
- 2009/2010: One-year professional course by the port. University: “Universidade Aberta” of “Entrepreneurship and small business management”
- 2010: Course “INCI” (= real estate)
- 2012: Course CCP (former CAP) (=formation of formers)
- 2012: Course of health and safety at work (through the IEFP)

Work experience:

1985-1986: Andrés & Cia., Lda. – Lisbon : commercial assistant
1988-1989: MOPE, Lda. – Lisbon : Translations of commercial information - english/portuguese and german/portuguese
1989-1991: Adreta Plásticos, Lda. – Mem Martins : Administration Secretary / purchases - Germany, Austria and Switzerland / other supports - sales and imports, translations
1991-2000: BASF Portuguesa, Lda. / COMPO Agricultura, S.L. – Lisbon : Department-Secretary / Customer Service (SAP) / Logistics / several Translations
2000-2009: COMPO Agricultura, S.L. (agricultural department disunited from BASF Port.) Logistics Dept./ internal sales / customer service / stocks / supply-chain / translations

(October'2009: closure of office in Portugal by decision of restructure by the multinational corporation.)

March-June'2010: traineeship in a german real estate company (computer system: GO!); translations

June-October'2011: Postfactory, Lda. (german company; first time in Portugal) as a customer service agent and translator/interpreter (german-portuguese/port.-german), that afterwards decided to close its activity in Portugal.

Since Novembro 2011: working as a freelancer in Translations. Languages: German-Portuguese; Portuguese-German; English-Portuguese; English-German; Spanish-Portuguese. Translation tools: SDL Trados 2011, Tag Editor, Wordfast. (Mainly: DE-PT)

January-August' 2013: working in the call centre Teleperformance as a travel agent for the german market.

Additional information:

Computerskills: MS Office, Outlook, SAP, GO!, Navigator, Voyager, internet, Wordfast, Tag Editor, SDL Trados Studio 2011