



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Lúcia de Jesus Leonor Correia Leitão**
 Address(es) Rua Conselheiro Costa Aroso 557, Bloco C, 2.º Hab. 7, 4470-590 Maia, Portugal
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 E-mail lucileitao@gmail.com; lcleitao@hotmail.com
 Nationality Portuguese
 Date of birth 02/08/1971
 Gender Female

Desired employment / Occupational field

Translator

Work experience

Dates	1996 – 2024 (“Single-Member Company” created in 2016 – Lúcia Correia Leitão, Unipessoal Lda)
Occupation or position held	TECHNICAL TRANSLATOR (English; French; Italian TO Portuguese)
Main activities and responsibilities	Freelance translator specialized in legal and economical translation (legal documents; contracts; economics in general; financial statements; balance sheets; certificates; correspondence; computers and regular text). Experience in the cosmetics field, marketing, human resources.
Name and address of employer	National and foreign translation companies
Type of business or sector	Translation
Dates	2002- 2006
Occupation or position held	Teacher
Main activities and responsibilities	Teacher of law, economics, marketing, accounting, taxation
Name and address of employer	Escola Profissional da Ilha de São Jorge Av. do Livramento S/N 9800-522 Velas Ilha de São Jorge Azores
Type of business or sector	Professional Training
Dates	mai 1999- october 1999
Main activities and responsibilities	TRAINEESHIP / Bank Institution
Name and address of employer	Bank institution – Finibanco (Oporto/Lisbon)
Type of business or sector	Bank institution
Dates	1999
Occupation or position held	TRAINEESHIP / Bar Association
Name and address of employer	Ordem dos Advogados - Porto
Type of business or sector	Professional Training – Bar Association
Dates	1998

Occupation or position held	Traineeship - European Commission – DG VIII – Development ACP Countries (5 months)
Name and address of employer	European Commission – DG VIII – Development ACP – Brussels-Belgium

Education and training

Dates	2002
Title of qualification awarded	Initial Vocational Training
Principal subjects/occupational skills covered	Initial Vocational Training
Name and type of organisation providing education and training	Escola Profissional da Ilha de São Jorge – Açores
Dates	1999 – 2000
Title of qualification awarded	Master
Principal subjects/occupational skills covered	Master in Political Science (suspended)
Name and type of organisation providing education and training	Universidade Católica Portuguesa – Lisbon, Portugal
Dates	1996 – 1997
Title of qualification awarded	Post-Graduation
Principal subjects/occupational skills covered	Graduate Program in Business Administration
Name and type of organisation providing education and training	Universidade Católica Portuguesa – Oporto, Portugal
Dates	1990 – 1996
Title of qualification awarded	Degree in Law
Principal subjects/occupational skills covered	Degree in Law
Name and type of organisation providing education and training	Universidade Católica Portuguesa – Oporto, Portugal
Dates	1996
Title of qualification awarded	DIPLOME SUPERIEURE D'ETUDES FRANÇAISES
Principal subjects/occupational skills covered	French
Name and type of organisation providing education and training	INSTITUT FRANÇAIS DE PORTO
Dates	1997
Title of qualification awarded	English - YEAR EIGHT C.A.E. -
Principal subjects/occupational skills covered	English
Name and type of organisation providing education and training	British Council of Oporto
Dates	1996
Title of qualification awarded	Italian – Italian Language Diploma
Principal subjects/occupational skills covered	Italian
Name and type of organisation providing education and training	Camara de Commercio per il Portogallo

Personal skills and competences

Mother tongue(s)

Portuguese

Other language(s)

Self-assessment

European level ()*

English

French

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
	Very Good		Very Good		Good		Good		Good
	Very Good		Very Good		Good		Good		Good
	Very Good		Very Good		Good		Good		Good

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

Computer skills and competences

Good knowledge of operating systems (MsDos and Windows XP) and software (Word, Excel, PowerPoint, Trados)