



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **BARREIRA Ana Sofia Souto**

Address(es)

Telephone(s)

Mobile

E-mail(s)

Birthplace France

Nationality Portuguese

Date of birth 16 March 1982

Work experience

Dates 24 April 2007 –

Occupation or position held Human Resources trainee

Main activities and responsibilities - Administrative tasks related to payroll and updating employees personnel records
- Support to recruitment processes, coordination of internal and external training courses; managing interns working at the Stores.

Name and address of employer Conforama Portugal, SA

Type of business or sector Home appliances and furnishing industry

Dates 10 July 2006 – 09 January 2007

Occupation or position held Learning & Development Assistant

Main activities and responsibilities - Administrative support to the Training Department
- Logistical support to training courses

Name and address of employer PricewaterhouseCoopers

Type of business or sector Audit and assurance services

Dates 10 October 2005 - 07 July 2006

Occupation or position held Learning & Development Trainee

Main activities and responsibilities Internship for graduating

Name and address of employer PricewaterhouseCoopers

Type of business or sector Audit and assurance services

Education and training

Dates 15 September 2001 - September 2006

Title of qualification awarded Human Resources Management degree

Name and type of organisation providing education and training ISCTE - Instituto Superior das Ciências do Trabalho e da Empresa

Grade 14

Dates 17 January 2007 – 28 February 2007

Title of qualification awarded Pedagogical Initial Training of Trainers

Name and type of organisation providing education and training NHK

Dates 27 November – 12 December 2007

Title of qualification awarded MS – Excel Fundamental (40 hours)

Name and type of organisation providing education and training CITEFORMA

Personal skills and competences

Mother tongue(s) French

Self-assessment

European level (*)

Portuguese

English (FCE – 2007)

German

| 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 | B2 | Independent user | B2 | Independent user | B2 | Independent user |
| A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 | Basic User |

(*) Common European Framework of Reference (CEF) level

Social skills and competences - Team spirit - Good ability to adapt to new environments

Organisational skills and competences - Good sense of organization

Computer skills and competences - Good command of Microsoft Office - Word, Excel and Power Point

Other skills and competences - Swimming and jogging - Reiki

Driving licence - Category B

Interessierte Firmen wenden sich bitte an

Weiterbildung in Europa Mobilitätsprogramm Leonardo da Vinci Praktika für junge Arbeitnehmerinnen und Arbeitnehmer

Partner: Centro Europeo de Linguas
Lissabon, Portugal

Zielgruppe: junge Arbeitnehmerinnen und Arbeitnehmer aus Portugal
1 Teilnehmerin, 25 Jahre

Branche: HR Management, Personalentwicklung

Aufenthalt in Hamburg: 08.02.2008 bis 12.05.2008
Sprachkurs: 11.02.2008 bis 22.02.2008

betriebliches Praktikum: 25.02.2008 bis 09.05.2008

Koordinierung:
Arbeit und Leben DGB/VHS Hamburg e.V.
Besenbinderhof 60, 20097 Hamburg

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