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MSc Student in International Relations
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Social Media



Experience

*June 2016 to Present: Sensing Future Technologies
International Relations & Communication
Instituto Pedro Nunes (IPN)*

- Establishing contacts with business partners outside the Portuguese market;
- Close contact with the European Enterprise Network;
- Responsible for developing an Excel Database;
- Market research.

*January 2016 to April 2016: National Defence Institute (IDN)
Governmental Organization*

- Assistant Coordinator for "The European Union Global Strategy" International Seminar;
- Assistant Coordinator for "The European Union Comprehensive Approach – An Opportunity for Better Cooperation and Impact" International Seminar;
- Assistant Coordinator and announcer for "The terrorist threat and European Security" International Seminar;
- Assistant for the "Cybersecurity and Crisis Management in Cyberspace" course.

*June 2015: MTÜ Öökull
European Voluntary Service Program in Estonia (Erasmus+)*

Project financed by the European Commission and developed by MTÜ Öökull, and NGO in Estonia, in partnership with PróAtlântico, a Portuguese organization dedicated to sending volunteers abroad.

- Preparing and developing free-time activities for youngsters;
- Teaching them English and also Portuguese;
- Going through a learning process of other languages – Spanish & Slovenian.

***March 2015: EURO Mini Conference on Improving Healthcare: new challenges, new approaches.
Faculty of Economics of the University of Coimbra***

- Welcoming guest speakers;
- On-location arrangements;
- Preparation of electronic presentations;
- Helping guests throughout the campus;

***January 2015 to Present: Office Administrator at ATLAS
ATLAS is Non-Governmental Organization doing Development Cooperation Projects on a National and International level***

Administrative work and assistance on managing ATLAS Development Cooperation Projects.

- Managing a team of almost 200 volunteers;
- Social Media Manager – preparing monthly newsletters and social media content for ATLAS page;
- Developing online questionnaires volunteers;
- Contacting possible partners and future sponsors;
- Organising training sessions volunteers.

***November 2014 to May 2015: Mentoring FEUC
Faculty of Economics of the University of Coimbra***

“Mentoring FEUC” – Program developed by the University which pairs Alumni students with current students with the purpose of exchanging experiences, knowledge and opportunities.

***November 2014 to May 2015: GPS Program
International Relations Division of the University of Coimbra***

“GPS Program” - Activity in which UC’s students help foreign students in Coimbra by guiding them throughout the campus and the city and providing them with the necessary information regarding the University.

September 2014 to Present: Volunteer Work

ATLAS People Like Us

- Taking meals elder who do not have known family in the area they live.
- Providing a safe and comfortable environment for elder people who are home alone most of the time by visiting them regularly.

April 2014: Assistant

APCP – Portuguese Association of Political Science

Team of volunteers for the 7th Congress of the Association. Encharged of making arrangements for the conferences.

- Encharged of logistics.
- Receiving guests and providing them with proper identification.
- Preparing venues for conferences;

April 2014: ENERI'14

Member of the board for the National Encounter of International Relations Students.

- Encharged of all logistics;
- Conference planning.

May 2013 to March 2014: Vice-President of the Plenary Table

NERIFE/AAC

Member of the International Relations Student Center as Vice-President of the Plenary Table.

December 2012 to May 2013: President of the Supervisory Board

Centre for Interdisciplinary Research in International Relations - CIPRIC

- Organizing the Model of the United Nations – UC-MUN
- Supervising all CIPRIC's expenses – money coming in and out of CIPRIC's account.
- Presenting CIPRIC's annual budget report and statement of accounts.

Education

September 2014 to Present: Masters Degree
University of Coimbra, Portugal

Masters Degree in International Relations. Expect to finish in 2016.

Main Subjects:

- International Contemporary System; Methodology; Debates on International Relations Theories; Peace and Security Studies; Conflicts and Peace Processes; European Union: International Actor;

September 2011 to June 2014: Bachelor's Degree
University of Coimbra, Portugal

Bachelor's Degree in International Relations.

Main Subjects:

- Political Science; International Contracts; Cooperation for Development I; Cooperations for Development II; Dynamics of Peace and Conflict; International Law; Human Rights; Economics; International Political Economy I; International Political Economy II; Geopolitics and Geostrategy I; Geopolitics and Geostrategy II; Globalisation Processes and Contemporary China; Contemporary History of Portugal; International Relations History I; International Relations History II; International Environmental Politics; Introduction to Diplomacy; French Language I, II & III; English I, II & III; Research Methodology; International Negotiations; European Organisations; International Organisations; Portuguese Foreign Policy; External Policies of the Great Powers; European Union Political System; Sociology of International Relations; Political Theory I & II; International Relations Theory I & II*

*Títulos das unidades curriculares de acordo com o Suplemento ao Diploma.

Skills

- Project management skills – acquired by working at ATLAS;
- Event management skills – acquired through assisting and planing several events;
- Good communication skills developed by working as a sales assistant at Pepperosso and by oral presentations during academic years.
- Research skills (academic).
- Writing, editing and proofreading skills.
- Social media management skills – acquired through Facebook, Twitter, Linkedin, Google+ and also by editing ATLAS monthly newsletters.

Software Skills

- Good knowledge of Microsoft Office (Word, Power Point and Excel).
- Good knowlegde of computer's usage in user's perspective.
- Basic knowlegde of HTML writing.

Language Skills

- Portuguese: Mother tongue.
- English: Fluent.
- French: Intermediate.
- Spanish: Intermediate.
- German: Basic.