

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s)

**Caeiro, Rita Isabel Catarino**

Address

EBCC – Associação; Alameda das Linhas de Torres, N.º 179; Edifício 27, 2º Andar, Gabinete 3; 1750-142 Lisboa, Portugal

Mobile

+351 914762212

E-mail

caeiro@europeanbcc.eu

Nationality

Portuguese

Date of birth

26/08/85

### Work experience and qualifications

Dates

Since December 2012

Occupation or position held

Executive Assistant

Main activities and responsibilities

Provides administrative support to the Business Development Manager (BDM) and Vice President (VP) of EBCC with an appropriate level of professionalism and attention to detail. Supports the BDM and the VP in coordinating the administration of the Global Career Development Facilitator program (GCDF), Mental Health Facilitator (MHF), and Certified Supervision Professional (CSP) programs in Europe by performing duties that are subject to the direction of the BDM.

Name and address of employer

EBCC – Associação; Alameda das Linhas de Torres, N.º 179; Edifício 27, 2º Andar, Gabinete 3; 1750-142 Lisboa, Portugal

Type of business or sector

European non-profit organization

Dates

Since August 2012

Occupation or position held

Global Career Development Facilitator (GCDF) Portugal Trainer

Main activities and responsibilities

Translation and adaptation of the MHF Portuguese Curriculum  
Translation of the GCDF related information for the EBCC Website  
Translation and adaptation of the Portugal GCDF Brochure

Name and address of employer

In collaboration with EBCC – Associação; Alameda das Linhas de Torres, 179; Edifício 27, 2.o - # 2; 1750-142 Lisbon, Portugal

Type of business or sector

European non-profit organization

Dates

12/2011 – 04/2012

Occupation or position held

Global Career Development Facilitator (GCDF)

Main activities and responsibilities

Part of the specialists team that worked on the translation and adaptation of the GCDF Portugal Curriculum

Dates	2011 - 2012
Occupation or position held	Pedagogical Coordinator
Main activities and responsibilities	Ensure and monitoring personnel, social and educational guidance of the trainees well as the articulation between them and the educational team; To monitor the training contents, establish the methodological guidelines and to promote and ensure the main goals achievement through designing and applying administrative and pedagogical instruments.
Name and address of employer	Prosalis – Projecto de Saúde em Lisboa – Rua José Estevão, n.º 137, 2.º andar, 1169-058, Lisboa.
Type of business or sector	NGO

Dates	2008 - 2012
Occupation or position held	Emotional and Interpersonal Skills Trainer
Main activities and responsibilities	Development and promotion of the “Interpersonal Relationships” modules within Personal, Emotional and Social Skills Development Courses.
Type of business or sector	Schools and NGO's

Dates	2010 - 2011
Occupation or position held	Psychologist - Professional Traineeship
Main activities and responsibilities	Clinical assessment, psychological and pedagogical support; Designing and applying of a Mental Health promotion program called “ <i>Health Education</i> ”; Designing and applying of an Interpersonal skills program called “ <i>Social Bridges</i> ”; Development of a Vocational Training Program; Designing and applying of a program to develop and promote parenting skills, called “ <i>Managed With the Heart</i> ”.
Name and address of employer	Escola Secundária Pública Hortênsia de Castro - Tapada do Reguengo, 7160 Vila Viçosa
Type of business or sector	Public Sector

Dates	2008 - 2009
Occupation or position held	Psychologist Student - Scholar Traineeship
Main activities and responsibilities	Reception and forwarding of requests for support; mediation and maintenance of communication between the individuals who ask for support and the appropriate institutions; update / maintenance of database concerning the institutions that the Food Bank articulates, and the families supported by them.
Name and address of employer	Banco Alimentar Contra a Fome de Lisboa, Avenida de Ceuta, Estação Alcântara-terra, N.º 1
Type of business or sector	Particular Institution of Social Solidarity

## Education and Training

Dates	04/2012
Title of qualification awarded	Certified Supervision Professional
Name and type of organisation providing education and training	European Board for Certified Counselors; Center for Credentialing and Education

Dates	04/2012
Title of qualification awarded	Global Career Development Facilitator – Career Consultant
Name and type of organisation providing education and training	European Board for Certified Counselors; Center for Credentialing and Education

Dates	11/2011 - 04/2012
Title of qualification awarded	Basics of Supervision in Helping Professions
Principal subjects/occupational skills covered	Purposes of supervision; Theoretical frameworks and models of supervision; Types of supervision; Roles and relationships in supervision; Legal and ethical issues in supervision; Multicultural issues in supervision; Supervision Interventions; Professional Development of Supervisees.

Name and type of organisation providing education and training | EBCC – Portugal (European Board for Certified Counselors)

Dates | 11/2011 - 04/2012

Title of qualification awarded | Global Career Development Facilitator (GCDF)

Principal subjects/occupational skills covered | Career Development Theories; Communication Skills and the Helping Process; The Assessment Process; The Training Process and Career Development Programs; Decision, Planning and Job Search Strategies; Labor Market; Ethical and Legal Issues.

Name and type of organisation providing education and training | EBCC – Portugal (European Board for Certified Counselors)

Dates | 2008 - 2010

Title of qualification awarded | Master in Organizational Psychology concerning the theme “Implementation Strategies of Social Network to Fight Poverty and Social Exclusion: A Study with Portuguese Social Networks”

Principal subjects/occupational skills covered | Psychopathology, Psychological Counseling, Projective Techniques, Cognitive and Behavioral Psychotherapy, Dynamic Psychotherapies, Psychopathology of Child and Adolescent, Professional Training and Development, Psychology of Work and Organizations, Psycho sociological Intervention in Organizations, Vocational Guidance and Career Development.

Name and type of organisation providing education and training | University of Évora

Dates | 2004 - 2008

Title of qualification awarded | Graduation in Psychology

Principal subjects/occupational skills covered | Social and Human Sciences data Multi-analysis, Biological Bases of Human Behaviour, Applied Statistics for Social and Human Sciences, Development Psychology I and II, Social Psychology, Family Psychology, Community and Environmental Psychology, Sports Psychology, Educational Psychology, Justice Psychology, Health Psychology, Neuropsychology, Spanish, English

Name and type of organisation providing education and training | University of Évora

**Personal skills and competences**

Good communication and interpersonal relationships skills, good capacity for dialogue and understanding, good listening abilities, pro active attitude, interest and commitment - All this improved by the way I embedded myself to the challenges that have emerged over the years, especially from psychology work related to interpersonal relationships.

Mother tongue(s) | **Portuguese**

Other language(s)

Self-assessment

European level (\*)

**English**

**Spanish**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C1	Proficient User	C1	Proficient User	B2	Independent User	C1	Proficient User
C1	Proficient User	C2	Proficient User	A2	Basic User	B1	Independent User	B1	Independent User

(\*) Common European Framework of Reference for Languages

## Social skills and competences

Dynamism, responsibility, creativity and initiative, experience gained in launching and managing projects, inter-cultural challenges, and voluntary associations.

Ability and propensity for team-work, skilled developed during all professional experiences until present.

- Some examples of Interpersonal Trainings:

- Training Course on “Educating For Citizenship” at Évora (15/06 of 2009)
- Training Course on Project Management – Antalya/Turkey - by *Youth in Action* Agency (08/03 to 15/03 of 2009);
- Training Course on Recreational Environments Mediators, by Institute for Drugs and Drug Addiction (04/04 a 06/04 de 2008);
- Partnership Building Activity concerning EVS – Kaunas/Lithuania, by *Youth In Action* Agency , (13/05 to 18/05 of 2008);
- Training Course of Sexual and Reproduction Health Promoter by *APF* (Association for Family Planning) (11/07 a 14/07 de 2006);

- Volunteer activities in *Banco Alimentar Contra a Fome* - Évora

- Several functions developed in direct contact with the public during one of my summer jobs in the City Hall swimming pool.

- Volunteer in “*Chão dos Meninos*” Association – Évora, with institutionalized children (2005 to 2008).

- Member of the Psychology Students Center of Évora University in 06/07.

- Member of Students Council in Severim Faria High School between 2000 and 2003.

- Athlete between 96/97 and 99/00 (breast-stroke style) by Mora Swimming School.

<b>Organizational skills and competences</b>	<p>Capacity for action and sense of organization, capacity for projects creation and coordination, as well as coordination of teams and events.</p> <ul style="list-style-type: none"> <li>- Presentation of a communication "Invisible Bridges - Implementation Strategies of Social Network to Fight Poverty and Social Exclusion: A Study with Portuguese Social Networks" at the VII National Symposium of Psychology Investigation – Braga. (04 to 06 of February/2010);</li> <li>- Coordinator member of a pilot project concerning interpersonal skills assessment at Gabriel Pereira High School – Évora. The aim is to test and promote interpersonal skills and to raise awareness about the importance of living in society. (01/2010 to 05/2010);</li> <li>- Training skills on project creation, planning, coordination and evaluation, through role-playings, conflict situations and decision making, under the framework of Project Management Training Course – Antalya/Turkey, by <i>Youth in Action</i> Agency (08/03 to 15/03 of 2009);</li> <li>- Project creation of a partnership building activity, under the framework of EVS (European Voluntary Service) - Kaunas/Lithuania, by <i>Youth In Action</i> Agency, (13/05 to 18/05 of 2008);</li> <li>- Room Space Manager at XV INFAD international congress – Psychology and Lifelong Interpersonal Relations (from 02/04 to 05/04 of 2008).</li> <li>- Cooperation in the organization SNIP (National Symposium of Psychology Investigation), organized by the Portuguese Psychology Association in collaboration with the Psychology Department of Évora University (from 26/11 to 28/11 of 2007)</li> <li>- Coordinator and pioneer member of Recreational Environments Mediators Intervention Team, by Institute for Drugs and Drug Addiction – Évora, information, by peers, on prevention strategies to minimize risks and promote competences concerning risk behaviors in recreational environments. April/May of 2007.</li> <li>- Creation of a Project concerning intervention and prevention of STD, by APF in Évora, through campaigns of prevention and promotion of competences in the community. April of 2007</li> <li>- Member of the Scientific Commission of the Psychology Students Council, during the organization of "Psychology Week". March of 2007</li> <li>- President of General Assembly of "Severim Faria" Students Association High School, between 2000 and 2003.</li> <li>- Certificate of Psychological Aptitude</li> </ul>
Computer skills and competences	<p>Windows 98, 2000, XP, Vista, 7  Skillful with Microsoft Office tools: 97; 2003; 2007  SPSS (Statistical Package for the Social Sciences)  Average Knowledge of graphic design applications on <i>Photoshop</i>;  Basic Knowledge of database management on <i>FileMaker</i></p>
Artistic skills and competences	Photography
Other skills and competences	Cookery, Swimming, Sports in general
Driving licence	B1, B