



Helda Parreira

| Personal Information | |
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| Address | Portugal |
| Tel.: | +351 217 575 473 |
| Email | parreira@europeanbcc.eu |
| Nationality | Portuguese |

| Work Experience | |
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| Dates | 2011 to 2012 |
| Name and address of employer | Entrepосто V.H., Lisbon, Portugal |
| Type of business or sector | Automotive industry |
| Occupation or position held | Training Coordinator |
| Main activities and responsibilities | <p>Internal collaborators (headquarters):</p> <p>Assist the different departments in the assessment of their collaborators training needs</p> <p>Provide different training options accordingly</p> <p>Design and activate the year's training plan for the company</p> <p>External collaborators (dealerships):</p> <p>Assess the national sales teams' training status and needs</p> <p>Adapt the brand's sales training programs to the Portuguese needs and specifics</p> <p>Design the training plan</p> <p>Activate the year's training plan</p> <p>Assist the trainers in the evaluation process and duly distribute the certificates</p> <p>Organize and include the launching of new vehicles in the sales training plan</p> <p>Manage and update both internal and external training record held in the company's database</p> <p>Quality Department</p> <p>Monitor and enforce the Quality procedures in the area of training</p> <p>Transversal Responsibilities</p> <p>Translate and review technical and non-technical documentation for the company's different departments (Training Manuals, Safety Data Sheets, car presentation catalogs, etc).</p> |

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| Dates | 2009 |
| Name and address of employer | Dr. ^a Eugénia Malato, Arroios |
| Type of business or sector | Lawyer's Office |
| Occupation or position held | Secretary |
| Main activities and responsibilities | Receiving and making contacts with clients and public services Analyzing documentation and processing information File management |
| Dates | 1999 to 2008 |
| Name and address of employer | Escola Secundária Ibn Mucana, Cascais Externato Novo Calypso, Cascais Colégio do Amor de Deus tutoring center, Cascais Escola Profissional Gustave Eiffel, Amadora Other private schools and tutoring centers |
| Type of business or sector | Education and Training |
| Occupation or position held | Teacher, trainer and tutor |
| Main activities and responsibilities | Teaching/ training English to different levels and age groups (from Primary to Secondary school and adults in social training programs) Other tasks and responsibilities arising from the teaching job: Assisting and designing the year's School Plan Cooperate with different internal and external school services Cooperate and participate in the community's services and institutions Organizing extracurricular activities, such as seminars, training courses, thematic exhibitions, etc |
| Education and Training | |
| Dates | 2012 |
| Title of qualification awarded | Business Secretary |
| Name and type of organization providing education and training | CEGOC |
| Dates | 2011 |
| Title of qualification awarded | Learning Transfer System Inventory Conference |
| Name and type of organization providing education and training | CEGOC/Louisiana State University (Prof. Ed Holton) |
| Dates | 1999 to 2008 |
| Title of qualification awarded | Several teaching seminars, namely on the themes, Indiscipline in the Classroom; Classroom resources – sound and image; |

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| <p>Name and type of organization providing education and training</p> | <p>English Pop Culture; Literature for Young Adults.</p> <hr/> <p>FSCH – Nova University; Goethe-Institut; International House/ Penguin; British Council.</p> |
| <p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organization providing education and training</p> | <p>1998 to 2000</p> <p>Post graduation in English and German Languages and Cultures followed by a year teaching practice</p> <p>Faculty of Social Sciences and Humanities, Nova University, Lisbon, Portugal</p> |
| <p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organization providing education and training</p> | <p>1998</p> <p>Erasmus Program</p> <p>Albert-Ludwigs Universität, Freiburg im Breisgrau, Germany</p> |
| <p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organization providing education and training</p> | <p>1994 to 1998</p> <p>Degree in English and German Languages and Literature</p> <p>Faculty of Social Sciences and Humanities, Nova University, Lisbon, Portugal</p> |
| <p>Social skills and competences</p> | |
| | <p>Most of my professional experience can be summed up to working with other people seen that I was a teacher for nine years.</p> <p>After setting aside my career in teaching I found that the skills that I had acquired in education, such as the ability to solve immediate problems or manage relationships, are very important in other working situations and have greatly helped me in professional performance since then.</p> <p>Besides that I am a very proactive, focused person much due to my experience as a federate athlete.</p> |
| <p>Organizational skills and competences</p> | |
| | <p>Throughout my career I have been directly involved in many projects, mostly in the educational area. I am a very organized, methodic</p> |

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| | <p>person and my best feature is my ability to learn and to use/adapt my competences according to the situations.</p> <p>I have also attended several vocational training activities in order to improve my professional performance and consider training very important in improving my personal competences.</p> |
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Computer skills and competences

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| | <p>Microsoft Office tools</p> <p>Adobe Photoshop and Illustrator</p> |
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Artistic skills and interests

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| | <p>Reading and writing</p> <p>Art craft</p> |
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