



## 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

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

Self-assessment  
 European level (\*)  
**Portuguese**  
**English (FCE – 2007)**  
**German**

(\*) 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

**Ansprechpartnerin:** Marlene Lecamus  
 Tel: 040/28 40 16- 14, E-Mail: marlene.lecamus@hamburg.arbeitundleben.de