



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Sílvia de Carvalho Dias**
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Nationality Portuguese
Date of birth 19.10.1986
Gender Female

Work experience

Dates August 2010 – December 2010
Occupation or position held Local Editor for the 2 Portuguese editions of Hasbro's Trivial Pursuit (freelancer)
Main activities and responsibilities

- Management of a team of writers, fact-checker/copyeditor and proofer
- Overseeing the creation of questions for the Trivial Pursuit games
- Localisation of existing content
- Translation (English to Portuguese and Portuguese to English), copy-editing and proofreading of content
- Writing of content
- Organisation of playtests

Name of employer Websters International
Type of business or sector Translation

Dates November 2010
Occupation or position held Translator (freelancer)
Main activities and responsibilities

- Translation and localisation of contents for 10 Microsoft pages

Name of employer Websters International
Type of business or sector Translation

Dates July 2010 – September 2010
Occupation or position held Team member (barista trainee)
Main activities and responsibilities

- Prepare and serve coffees
- Preparation of food
- Inventory

Name of employer Benugo
Type of business or sector Coffee Shop

Dates	October 2009 – March 2010
Occupation or position held	e-Learning assistant
Main activities and responsibilities	<ul style="list-style-type: none"> - Helpdesk – Answering calls and replying to e-mails - Insertion of contents in Blackboard (online platform) - Preparation of training sessions - Validation of contents to be used on the courses - Translation (Portuguese/English) - Proofreading - Development of reports of the online courses (statistics, evaluation, etc.)
Name of employer	Novabase
Type of business or sector	Consulting/IT
Dates	August 2008 – September 2009
Occupation or position held	Intern
Main activities and responsibilities	<ul style="list-style-type: none"> - Distance learning assistant - Training assistant – Creation of plans for training sessions - Web 2.0 assistant (Facebook, Twitter, Company Blog) - Translation (English/Portuguese, Portuguese/English, Spanish/Portuguese) - Contacts between the company and its clients - Proofreading - Revision of content in order to ensure the consistency of the style and presentation - Responsible for the update of the company's website (news, written content) - Development of tutorials for the use of tools/software (in Word and Powerpoint)
Name and address of employer	Formedia – Instituto Europeu de Empresários e Gestores
Type of business or sector	Management training
Education and training	
Dates	2004 – 2007
Title of qualification awarded	Degree in Education
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> - Investigation in Education - Educational Technologies - Adult Education - Educational Projects Development - Educational Evaluation
Name and type of organisation providing education and training	<p>Grade: Finished the course with 14 (0-20 scale)</p> <p>Faculdade de Psicologia e Ciências da Educação (College – Psychology and Sciences of Education) Universidade de Lisboa (Lisbon University)</p>
Dates	2007 – 2010
Title of qualification awarded	Masters in Educational Technologies

Principal subjects/occupational skills covered

Areas:

- Virtual Learning Environments
- Multimedia Learning and On-line Teaching
- Conception and Management of Curricular Projects
- Conception and Evaluation of Multimedia Material
- Education, Training and Local Development
- Educational Administration

Grade: 15 (0-20 scale)

Name and type of organisation providing education and training

Faculdade de Psicologia e Ciências da Educação (College – Psychology and Sciences of Education) Universidade de Lisboa (Lisbon University)

Dates

2010 – 2011

Qualification

Foundation Diploma in Arts and Design (Merit)

Principal subjects/occupational skills covered

- Graphic Design:
 - o Editorial,
 - o Branding
 - o Data Translation
 - o Image editing software
- Illustration

Name and type of organisation providing education and training

Ravensbourne

Personal skills and competences

Mother tongue(s)

Portuguese

Other language(s)

Self-assessment

European level (*)

English

French

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C1	Proficient User	C1	Proficient User	C2	Proficient User
A2	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
B1	Independent User	B1	Independent User	A2	Basic User	A1	Basic User	A2	Basic User

(*) Common European Framework of Reference for Languages

IELTS Score – 8 (0-9)

Social skills and competences

- Team spirit
- Experience in team projects
- Ability to adapt to different environments acquired during different projects developed on the course and at work
- Versatility
- Good communication skills
- Self-Motivated
- Confident, dynamic

Organisational skills and competences	<ul style="list-style-type: none"> - Sense of organisation - Works well and is used to work under pressure, developed due to the tight deadlines of the translation projects - Great sense of responsibility - Constant desire of learning - Understands creative processes - Fast learner - Independent
Computer skills and competences	<ul style="list-style-type: none"> - Knowledge in MS Office (Word, Excel, Powerpoint) - Skilled in word processing - Fast typer (50 to 60 words per minute) - Skilled with Internet/www and Web 2.0 - Knowledge of graphic design/image edition applications (Skills in Photoshop, Paint Shop Pro, Illustrator) - Basic knowledge of InDesign - Basic knowledge of Dreamweaver/Microsoft Office Frontpage and HTML - Basic knowledge about Education in Second Life
Artistic skills and competences	<ul style="list-style-type: none"> - Photography - Drawing - Graphic Design
Additional information	<ul style="list-style-type: none"> - Presented an article about Virtual Communities and Second Life, in CEF[^]SL 08 – Comunicação, Educação e Formação em Second Life (Communication, Education and Training in Second Life), in June 2008.