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| EuropassCurriculum Vitae |   |
|  |  |
| Personal information |  |
| First name(s) / Surname(s)  | Pedro Miguel Marques Matoso Carreta |
| Address | Lot 9, Impasse des Broderies – 78310 Coignières France |
| Telephone(s) | +33625130567 |  |  |
| E-mail | pedro.carreta@hotmail.com |
|  |  |
| Nationality | Portuguese |
|  |  |
| Date of birth | 14th May 1973 |
|  |  |
| Gender | Male |
|  |  |
|  |  |
| Work experience |  |
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| Dates | From March 2000 to March 2013 |
| Occupation or position held | Official Veterinary, working in the Town Hall of Alijó, in the district of Vila Real, Portugal |
| Main activities and responsibilities | Coordinate functions and actions of the local Sanitary Inspection Cabinet, including public and animal health, and also contribute to the planning and analysis on procurement and monitor procurement activities related to actions in the area of public health.**Do translations of official documents and others in the field of Veterinary and Public service, to the town hall of Alijó, since September 2010** |
| Name and address of employer | Câmara Municipal de Alijó – Rua General Alves Pedrosa, 13 – 5070-051 Alijó, Portugal |
| Type of business or sector Dates Main activities | Public Service – Territorial administrationFrom April 2013 to present dayWork as a freelance translator |
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| Education and training |  |
|  |  |
| Date | February 10th 2009 |
| Title of qualification awarded | Trainer |
| Principal subjects/occupational skills covered | Develop guidelines to provide training to employees in any subject required |
| Name and type of organisation providing education and training | Agrireal – private organization in the area of consultation, production and sales |
| Date | June 1999 |
| Title of qualification awarded | First Certificate in English |
| Principal subjects/occupational skills covered | Readind, writing, use of English, listening, speaking |
| Name and type of organization providing education and training | Instituto de Inglês de Vila Real – Vila Real, Portugal |
| Date | July 31st 1998 |
| Title of qualification awarded | Veterinarian |
| Principal subjects/occupational skills covered | Animal and public health |
| Name and Type of organization providing education and training | University of Trás-os-Montes e Alto Douro, Vila Real, Portugal |
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| Personal skills and competences |  |
|  |  |
| Mother tongue(s) | Portuguese |
|  |  |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  |  | Very good |  | Very good |  | Very good |  | Very good |  | Very good |
| French |  |  | Good |  | Good |  | Medium |  | Medium |  | Medium |
| Spanish |  |  | Good |  | Good |  | Medium |  | Medium |  | Medium |
|  | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) |
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| Computer skills and competences | Work with Windows 7 and Office 2000 software |
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| Driving licence | Class B Vehicles, obtained in June 15th 1993 |
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