

PERSONAL INFORMATION



João Pedro Sampaio Fernandes

 Rua Professor Doutor Jorge Mineiro nº5 1ºdt, 2730 148 (Portugal)

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INTENDED EMPLOYMENT

Human Resources / Financial / Commercial Area

PROFESSIONAL EXPERIENCE

06/15 / 2001-17 / 07/2004

2nd Category Hotel Receptionist

Vila Bicuda, Aldeamento Turístico, Rua Dos Faisões, 2750-689 Cascais, Lisbon (Portugal)

- Reservations department
- Check In
- Check Out
- Night Auditor

25/10 / 2004-05 / 01/2008

Liberal Professional

Pedro Arroja, Gestão de Património SA, Avenida Da Liberdade nº 82 6 C, Lisbon(Portugal)

- Heritage Management (private condominiums)
- Financial Consulting

03/03 / 2008-28 / 12/2012

Engineering Department, Administrative Work

TV Cabo, TagusPark, Oeiras, Lisbon (Portugal)

- Troubleshooting
- Sending teams to maintain services

07/01 / 2013-06 / 03/2017

Credit Collection Technician

Teleperformance, Avenida Infante Santo nº 2, 1350-174 Lisboa, Lisboa (Portugal)

- Credit Collection Technician

05/21/2017 - Present

Administrative assistant in the field of medicine / Backoffice Assistant

EccoSalva Medical Services, Lda, Rua Tomás Ribeiro nº 71, 1º e 2º, 1050-227 Lisboa, Lisbon, Portugal)

- Data insertion
- Organization of digital files, Management of institutional documents.

EDUCATION AND TRAINING

01/10 / 2003-01 / 10/2005

University Attendance

Lusophone University of Humanities and Technology, Lisbon (Portugal)

Political Science and International Relations Course

PERSONAL SKILLS

Mother tongue

Portuguese

Foreign languages

English

French

Spanish

UNDERSTAND		SPEAK		WRITE
Listening	Reading	Oral interaction	Oral production	
C2	C2	C2	C2	C2
C1	C1	B1	B1	B2
B1	B1	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Advanced user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills, acquired through the experience acquired over the years, in variety of tasks to be carried out in the companies I have worked for and relationships with my coworkers.

Organization skills

- Good learning ability, due to rules defined by the company and responsibility of the function to perform.
- Assiduous, Strict and Persistent.
- Respect for the work environment.

Skills related to the work

- Objective, Concrete and Dynamic.

Digital skills

SELF-EVALUATION				
Processing of information	Communication	Creation of contents	Safety	Resolution problems
Advanced user	Advanced user	Advanced user	Advanced user	Advanced user

Digital skills - Self-assessment grid