



## Europass Curriculum Vitae



### Personal information

**Surname(s) / First name(s)** Soares, Ana  
**Address(es)** Rua de Padrastos, 538, 3730-295, Vale de Cambra, Portugal  
**Mobile** +351 919 556 057  
**E-mail** anitasoares80@gmail.com  
**Nationality** Portuguese  
**Date of birth** August 8th, 1980  
**Gender** Female

### Work experience

**Dates** From February 2022 to present time.  
**Occupation or position held** Transcription Supervisor  
**Main activities and responsibilities** Supervising  
**Name and address of employer** Appen  
**Type of business or sector** Transcription

**Dates** From January 2022 to present time.  
**Occupation or position held** Transcriptionist (Moderator and QA)  
**Main activities and responsibilities** Transcribing and Reviewing (QA)  
**Name and address of employer** Appen  
**Type of business or sector** Transcription

**Dates** From August 2021 to present time.  
**Occupation or position held** Online Teacher  
**Main activities and responsibilities** Teaching of elementary German and Portuguese as a foreign language.  
**Name and address of employer** Self-employed  
**Type of business or sector** Online Teaching

**Dates** From December 2021 to February 2022.  
**Occupation or position held** Transcriptionist (Moderator and QA)  
**Main activities and responsibilities** Transcribing and Reviewing (QA)  
**Name and address of employer** RWS  
**Type of business or sector** Transcription

Dates	December 2021.
Occupation or position held	Data Collector
Main activities and responsibilities	Data Collection
Name and address of employer	Appen
Type of business or sector	Data Collection
Dates	From September 2020 to present time.
Occupation or position held	Teacher
Main activities and responsibilities	Teaching English to 1 <sup>st</sup> and 2 <sup>nd</sup> grades.
Name and address of employer	Agrupamento de Escolas de Fajões
Type of business or sector	Primary School Education
Dates	From September 2014 to July 2020
Occupation or position held	Tutor
Main activities and responsibilities	Tutoring children and adults conversational classes
Name and address of employer	Self-employed
Type of business or sector	Home Tutoring
Dates	From March to December 2014
Occupation or position held	Content Creator
Main activities and responsibilities	Creation of English classes for Manuals.
Name and address of employer	Leya Editora
Type of business or sector	Educational Content
Dates	From September 2008 to July 2014
Occupation or position held	Translator
Main activities and responsibilities	English and German translation
Name and address of employer	Instituto de Línguas de Vale de Cambra
Type of business or sector	Translation
Dates	From September 2013 to July 2014
Occupation or position held	Tutor
Main activities and responsibilities	German tutoring.
Name and address of employer	Instituto de Línguas de Vale de Cambra
Type of business or sector	Tutoring
Dates	From September 2012 to July 2014
Occupation or position held	Tutor
Main activities and responsibilities	English tutoring.
Name and address of employer	Instituto de Línguas de Vale de Cambra
Type of business or sector	Tutoring
Dates	From September 2009 to July 2011
Occupation or position held	Tutor
Main activities and responsibilities	English tutoring.
Name and address of employer	Tutoring Centre Vale de Cambra
Type of business or sector	Tutoring

Dates	From June to July (2010-2014)
Occupation or position held	Operational Coordinator and Monitor
Main activities and responsibilities	Teaching English.
Name and address of employer	Summer Camp <i>Traquinas nas Dairas</i> Loureiro, Oliveira de Azeméis
Type of business or sector	Summer Camp
Dates	From September 2010 to June 2014
Occupation or position held	Teacher
Main activities and responsibilities	Teaching English to 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> grades.
Name and address of employer	Escolas Primárias de Vale de Cambra
Type of business or sector	Primary School Education
Dates	From September 2009 to June 2010
Occupation or position held	Tutor
Main activities and responsibilities	English tutoring.
Name and address of employer	Tutoring Centre <i>Mentes Brillhantes</i> , São João da Madeira
Type of business or sector	Tutoring
Dates	From April to June 2009
Occupation or position held	Teacher
Main activities and responsibilities	Teaching English level KA (beginner)
Name and address of employer	Lancaster College, Santa Maria de Feira
Type of business or sector	English Classes
Dates	From April to June 2009
Occupation or position held	Tutor
Main activities and responsibilities	English tutoring.
Name and address of employer	Nota Alta Lda. Loureiro, Oliveira de Azeméis
Type of business or sector	Tutoring
Dates	From April to June 2009
Occupation or position held	Teacher
Main activities and responsibilities	Teaching English to 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> grades.
Name and address of employer	Escola Primária de Rôge e Praça, Vale de Cambra
Type of business or sector	Primary School Education
Dates	From September 2008 to April 2009
Occupation or position held	Teacher
Main activities and responsibilities	Teaching English to 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> grades.
Name and address of employer	Escola Primária do Côvo, Vale de Cambra
Type of business or sector	Primary School Education

Dates From May to June 2008  
 Occupation or position held Teacher  
 Main activities and responsibilities Teaching English to 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> grades.  
 Name and address of employer Escola Primária de Vila Chã e Búzio,  
 Vale de Cambra  
 Type of business or sector Primary School Education

Dates From April to May 2008  
 Occupation or position held Teacher  
 Main activities and responsibilities Teaching IT to 1<sup>st</sup> and 2<sup>nd</sup> grades.  
 Name and address of employer Escola Primária de Adães,  
 Oliveira de Azeméis  
 Type of business or sector Primary School Education

Dates From October 2007 to May 2008  
 Occupation or position held Teacher  
 Main activities and responsibilities Teaching English to 3<sup>rd</sup> and 4<sup>th</sup> grades.  
 Name and address of employer Escola Primária da Azenha,  
 Porto  
 Type of business or sector Primary School Education

Dates From September 2005 to August 2006  
 Occupation or position held Teacher  
 Main activities and responsibilities Teaching English and German to 10<sup>th</sup> and 11<sup>th</sup> grades.  
 Name and address of employer Escola Secundária D.Maria II  
 Rua 25 de Abril, 4710-913 Braga  
 Type of business or sector High School Education

## Education and training

Dates From September 1999 to July 2007  
 Title of qualification awarded English and German Studies  
 Principal subjects/occupational skills covered Teaching of English and German  
 Name and type of organisation providing education and training Minho University  
 Level in national or international classification 13 points out of 20

Dates From September 1996 to August 1998  
 Title of qualification awarded Language and Humanities Course  
 Principal subjects/occupational skills covered English and German  
 Name and type of organisation providing education and training Escola Secundária Rodrigues de Freitas;  
 High School  
 Level in national or international classification 17 points out of 20

## Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment

European level (\*)

**English**

**German**

<b>Understanding</b>				<b>Speaking</b>				<b>Writing</b>	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User

(\*) *Common European Framework of Reference for Languages*

Social skills and competences

Good communication and interaction skills acquired through professional experience as a tutor in Red Cross and language centres, as a teacher in primary schools and language institutes and as operational coordinator of a holiday camp for several years.

Technical skills and competences

Good command of other foreign languages due to the contact with the language during the years of teaching. Good relationship with people and good teamwork due to participation in summer camps.

Computer skills and competences

Independent user.