

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Daniela Monteiro Barreto

Nationality: Portuguese

CONTACT DETAILS

Email: kikasbarreto@hotmail.com

Mobile: 91 3141979

WORK EXPERIENCE

Translator, Proofreader (Freelancer)

Translator from English and Spanish to Portuguese. The main fields of specializations are Legal, Travel and Tourism, Market Research and Marketing.

Receptionist at Hotel Grande Rio, Porto.

Responsible for guests' check-in and check-out, registering guests, reservation management, receiving payments and guest support.

Receptionist at Casa do Médico, Porto.

Responsible for guests' check-in and check-out, answering phone calls, checking and answering incoming emails and reservation management.

Call Center Assistant at Pestana/Pousadas de Portugal

Contacting clients, introducing offers and promotions.

Customer Support Assistant at Modelo Continente Hipermercados

Client support, and database registration related to Cartão Continente.

Commercial Assistant at MEO

Acquiring new customers and introducing the services.

Commercial Assistant / Call Center at Salvador Caetano, S. A.

Making phone calls to schedule meetings with the sales representatives.

EDUCATION

Degree – ISLA - Instituto Superior de Línguas e Administração

MBA – Master in Business Administration - ISTE – Instituto Superior de Tecnologia Empresarial

PERSONAL SKILLS

Native language – Portuguese

Other languages – English (Proficient user)

Spanish (Independent user)

Computer skills

- Microsoft Word, Excel, Power Point, Access
- Notepad++
- SAP