
Personal Information

Elsa M. C. Ferreira

Portuguese | Female | 27-06-1980 | +351 91 224 3553 | ferreiraelsa@hotmail.com

Relevant Work Experience

- **foodfriends.net - Volunteer manager Portugal (start-up company / pro-bono) - remote - August16-Present**
 - Market Development (acquisition)
 - Relations Management
 - Marketing (social media, copywriting, content creation)
 - Event Management
- **Czech-Us - Lecturer Personal and Professional Development - Prague - July16-Present**
 - Coach and motivate students of various ages on self-knowledge and professional development choices; intensive 50 hour courses.
- **Avans University of Applied Sciences - Relations Manager for Latin America and Portugal - Breda - Feb12-June16**
 - Market Development (acquisition partnerships with Universities and Businesses)
 - Relations and information management
 - Promotional and informative sessions for both clients and students
 - Students coaching and evaluation; support and conflict management
 - Event management (host and co-organize events, e.g. embassy receptions and International Conferences, e.g.NIBS)
 - Official visits to Universities in Latin America and Portugal
- **NHTV University of Applied Sciences - Faculty of Media Entertainment - Breda - Jan 08-Jan11**
 - Coordination of Graduation:**
 - Graduation events organisation and supervision
 - Contacts coordination with external partners and companies involved in the graduation process.
 - Oral examinations coordination
 - Administrative process coordination

Personal skills and competences

Languages: Portuguese (*mother tongue*)
Italian (*C2 Proficient User*)
English (*C2 Proficient User*)
Spanish (*C1/B2 Independent User*)
Dutch (*C1/B2 Independent User*)
German (*A1/A2 Basic User*)
French (*A1/A2 Basic User*)

Social skills and competences: Excellent communication, coordination and presentation skills; client oriented, friendly, social, well mannered and extrovert; self-confident, pro-active, creative, flexible, pragmatic, very enthusiastic and driven; team player capable of working independently.

Artistic skills and competences: Danced modern and classical ballet - studied various years in private academies, both in Portugal and in Italy; Amateur Dancer in a semi-professional company between 1996 - 2002 and due to the small size of the company, I was also actively involved in all aspects of the organisation of all the shows, having performed in public in-numerous times. In Breda I continued dancing and now I do Argentinian Tango.

Hobbies and interests: Tango; Modern Dance; Interior Design and Fashion; Art House Cinema; Cooking and Food Design; Reading; Volunteer work in cultural festivals (e.g. Dance company *De Stilte*).

Computer skills and competences: Good command of Apple and Windows systems, as well as of Social Media interfaces and Content Management systems for websites maintenance; good command of education related systems (Osiris, BlackBoard, N@tschool, etc).

Education and Training

- Various trainings offered by Avans: **Internationalisation**, Time management, English Language, **Communication** skills, Social Media - Breda Jan11-June16
- **Product Presentation Certificate** - SintLucas - Boxtel - Nov11
- **Event Management Certificate** (Project Management, Marketing Plan, Event Management) - Warnborough College - Canterbury - Jan10 - Aug10
- **Project Management Certificate** (Business start-up and management, Business and Financial plan) - Instituto Pedro Nunes - Coimbra - Aug05 - Nov05
- Traineeship as **Language Assistant of the Socrates Program** (Create and teach Portuguese and English language courses and material, attend conferences and make presentations to promote Portugal) - "Istituto d'Istruzione Secondaria Superiore M. Raeli" - Sicily - Nov02-May03
- **University Bachelor Degree Diploma** (4 year bachelor) in English and German languages and Literature (**Communication**, Writing, Educational Psychology, **Presentation Skills** training) - Universidade de Coimbra - July02

Other Work Experience

- Volksuniversiteit - Portuguese Language **Teacher** - Breda - Sep12- April14
- **Founder of Taalsmakelijk** - Cross Cultural Workshops (in cooperation with Inspired by Culture) - Cooking language courses - Cooking blog - Breda - Jan12-Present
- **Co-founder Breda Expats Club** - Steering Committee member - Organization of events to promote social and professional integration - Breda - May08-Jan11
- Sprachenzentrum der Universität Wien - Portuguese Language Course Coordination and **Teaching** - Vienna - July05-Jan06
- Multimethod Languages School Srl. - Portuguese Language and Culture **Teacher** - Start up course; create materials; teach private courses to employees of publishing houses and Corriere della Sera newspaper. - Milan - June 04-June 05
- Portuguese language and culture **teacher** for Cultural Association “Umanitaria” - Milan; Freelance work as **speaker for the CHICCO toys** brand - **Milan**; Freelancer translations for the Hobby & Work Publishing Srl. - Italian /English into Portuguese - Milan; **EF Language School Study Holiday Leader (large groups)** - **Malta** - Jan04-July05.