



MARISA COSTA

3 July 1980 | Portuguese
mcosta.english@gmail.com

Relevant Professional Experience

- Invited Assistant Professor** February 2018 – Present
Higher Institute of Accounting and Administration (ISCA), University of Aveiro, Portugal
✓ Responsible for teaching Technical English for the Hotel and Tourism Industry and preparing students for the job market.
- Freelance Teacher / Trainer / Coach** January 2006 – Present
University of Aveiro / University of Coimbra / Language Schools / Companies / Private Clients
✓ Provides flexible, customized English and Portuguese language courses on one-to-one or group basis, including online classes (different levels and age groups);
✓ Offers private coaching sessions for students and business professionals who want to prepare for job interviews, presentations, intercultural meetings, helping them improve their soft skills and reach their goals.
- Translator / Proofreader** January 2006 – Present
University of Aveiro / Companies / Private Clients
✓ Offers translation services (EN-PT / PT-EN / ES-PT), including revision and proof-reading of abstracts, academic papers, reports, presentations, manuals, among other documents.
- Web content manager / communication manager – Internship** March 2005 - December 2005
Department of Communication and Art, University of Aveiro, Portugal
✓ Worked closely with university teachers, technical team members and freelancers to create, develop and manage a new website for the Department of Communication and Art;
✓ Responsible for translating, writing, editing, and proofreading web content, among other documents.
- Comenius Language Assistant** November 2003 - May 2004
Northlands Primary School & Intercultural Curriculum Support Service, Rugby, England
✓ Taught Portuguese as a Foreign Language to children and adults and assisted teachers in their classes, providing support to Portuguese-speaking children and their families;
✓ Organized cultural workshops and events.

Relevant Education & Professional Training

- Five-year Degree in Modern Languages and Literatures, English and German Studies** 1998 - 2003
Faculty of Letters, University of Coimbra, Portugal
- International House Certificate in Teaching English to Adults** 2009
International House World Organisation

Training For Transformation Course – Adult Education <i>Graal Institute, Portugal</i>	2011
Entrepreneurship Training Course <i>Professional Training Centre, Portugal</i>	2012
Personal & Professional Development Training course for job-seekers <i>CUPAV & CREU, University Centre, Porto</i>	2013
Holistic Massage Therapy Course (I&II) <i>Maria Cordovil (holistic and body therapist), Portugal</i>	2015 & 2016
Zen Shiatsu Course <i>Portuguese School of Shiatsu, IMP, Portugal</i>	2018 - Present

Personal Skills & Competences

- ✓ Expertise in handling groups of people with distinct abilities, requirements and backgrounds.
- ✓ Excellent communication, planning and organizational skills.
- ✓ Strong ability to work both individually and as part of a team.
- ✓ Fully aware of diversity and multicultural issues, with strong ability to adapt to multicultural environments.
- ✓ Innovative, enthusiastic and willing to help others succeed.

Language skills:

English (C2 - proficient user)
 German (B1/2 – independent user)
 French / Spanish (A1/2 - basic user)
 Italian (A1 - basic user)

Volunteering Projects:

- ✓ Organisation of leadership sessions and group activities to develop soft skills and promote self-development for groups of young adults and teenagers in Cape Verde for one month.
- ✓ Organisation of activities for groups of children, teenagers and adults in personal development retreats and encounters in Portugal.
- ✓ Experience as a volunteer at the Child Support Institute, in Portugal, organising and managing the resources centre and providing entertaining activities for children and teenagers at risk.

Hobbies & Personal Interests

- ✓ Hatha Yoga, Trekking, Travelling, Macrobiotic Cuisine, Dancing, Theatre, Reading, Language Learning
- ✓ Has attended various courses and workshops on the following topics:
 - emotional intelligence and time management;
 - group and conflict management;
 - self-hypnosis and emotional healing;
 - communicating in public;
 - creative writing, dramatic expression and theatre;
 - mindfulness and meditation;
 - nutrition, vegetarianism, macrobiotics and its impact on health.