



CAROLINA ALVES

CONTACT

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EDUCATION

Bachelor's in Political Science and Internacional Relations

2021 - 2024 • University of Beira Interior

Final average: 16

ABOUT ME

- Portuguese
- 20 years old
- From Ourém, Portugal

PERSONAL SKILLS AND PROFESSIONAL COMPETENCIES

- Good communication skills acquired with costumer service;
- Easy to learn and carry out new work
- Organisation and commitment
- Technical knowledge: Microsoft Word, Google Docs, Gmail, Microsoft Outlook, Microsoft Teams, Zoom

LANGUAGE SKILLS

Native Portuguese

English: Intermediary

WORK EXPERIENCE

Waitress

July - August 2022 • Taberna do Zé Cristino

- Customer service
- Table service, bar service

Sales assistant

June - September 2023 • Tear Modas

- Online customer service
- Packing and dispatching parcels
- Customer service in the physical shop

Coordinator of the Social Action Department -

Political Science and International Relations Student Centre

May 2022 - May 2023

- Responsible for coordinating a team made up of 3 members, which planned social activities for the student community.

ADDITIONAL INFORMATION

- Participation in the Jean Monet Chair's "Communication and Power" winter school (Certificate)
- Rural Workshop - Analysing Local Political Systems (Certificate)
- Professional english language training - Level B1 and B2 (certificate)
- Eligible for the ATIVAR traineeship
- Driving license

10. 09. 24 | Signature 