

## PERSONAL DETAILS

Name	 Anabela Peixoto
D.O.B	 3 September 1985
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## EDUCATION

Master	Communication Sciences - University of Minho, Portugal
Degree	Communication Sciences - University of Minho, Portugal
Others	Graphic Design
	PAC - Pedagogical Aptitude Certificate

## EXPERIENCE

### Iberia Advanced Health Care, Lda.

Sep 2013 – present

### Management assistant

I support the management team in almost every task and aspect of the company's work. I'm responsible for doing and/or overseeing all administrative, organizational and operational matters.

### Freelancer

July 2009 – present

### Content writer | Translator

As a freelancer I do occasional content writing and social media management jobs. I wrote and published a biography book about a football team's 80 years of history. I often do portuguese-english or english-portuguese translations.

### Be Widyout

Sep 2011 – Aug 2013

### Communications consultant

Content producer, press officer, graphic design (Adobe Illustrator, Photoshop and InDesign). Communications audit, branding, medial analysis. Internal Communications manager.

### Wall Street Institute

June 2009 – Aug 2011

### Sales/didactic consultant

Customer Service and didactic counseling to new students looking forward to learning english. Monitoring of students throughout the course. Implementation of the Marketing and commercial strategies of the company.

### Boston Media

Feb 2009 – March 2009

### Press officer

Temporary job as press officer assisting a candidate during elections campaign for a Portuguese national oil association.

### Público newspaper




Sep 2008 – Dec 2008

### Intern - Journalist

Intern writing for the international economics section of the newspaper.

## PROFILE



-  [linkedin.com/in/apeixoto](https://www.linkedin.com/in/apeixoto)
-  [instagram.com/anelapeixoto](https://www.instagram.com/anelapeixoto)
-  [twitter.com/anelapeixoto](https://twitter.com/anelapeixoto)

Hi! I'm Anabela, a 31 year old content writer with experience in corporate jobs.






Despite my studies in communication sciences with a specialty in journalism, I have been working in different areas, with very different roles and duties and I feel lucky to have had such great opportunities. I believe my best asset is being a skilled person, with a great ability to multitask, learn fast and adapt which makes me suitable for a wide range of jobs. I'm always interested in a new adventure!

## SKILLS

### ★ Language

Portuguese   
English   
Spanish   
French 

### 🖥 Computer

Adobe Photoshop   
Adobe Illustrator   
Adobe InDesign   
Adobe Premier   
Adobe Audition 

### ♥ Hobbies and interests

Travelling  
Fashion  
Design  
Photography  
Reading  
Creative writing  
Lettering