

PERSONAL INFORMATION



Alberto Miguel Andrade Vieira

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Sex Male | **Date of birth** 15/11/1969 | **Nationality** Portuguese, Venezuelan

JOB APPLIED FOR

Teacher online of Portuguese and Spanish

EDUCATION AND TRAINING

Certificate of Professional Development of Portuguese Teachers

Institute Camões of Portugal, Caracas (Venezuela)

- Improving and development of knowledge in preparing courses and evaluation tests for students in-person group courses and and online teaching of Portuguese.
- Utilization of ICT in Portuguese teaching in-person and online.

Diploma for Teaching at University Level

Universidad Central de Venezuela. (SADPRO-UCV), Caracas (Venezuela)

- Knowledge, theoretical and practicing in preparing courses, classes, workshops, and curricular planning.

Master in Comparative Literature

Caracas, Caracas (Venezuela)

- Comparative Literature studies.
- Specialization in comparative translation studies.

Degree in Literature

Universidad Central de Venezuela, Caracas (Venezuela)

- Studies in Spanish Linguistic.
- Literature in general.
- Literary Theory and Criticism.
- Poetry and other related arts.

WORK EXPERIENCE

2007–Present

Teacher

Unidad Educativa Privada Nuestra Señora de Fátima (Venezuela)

- Course of Portuguese Language and Culture.
- Portuguese as Foreign Language.

Business or sector Education

Teacher

U.E. Colégio Nuestra Señora del Pilar (Venezuela)

- English High-School.

Business or sector Education

Teacher

Universidad Pedagógica Experimental Libertador (UPEL) (Venezuela)

- Philosophy

- English

- Speeches and Writing

Business or sector Education

Teacher

Instituto Universitario Politécnico Santiago Mariño (Venezuela)

- Language and Communication.

Business or sector Education

Teacher

Instituto Universitario de Nuevas Profesiones (IUNP) (Venezuela)

- Language and communication

- English

- Ecology and Contamination

Business or sector Education

Teacher

Publishing House Fondo Editorial IPASME
1020 (Venezuela)

- Teacher in Workshops of Literature at the publishing house.

Business or sector Education

2012–Present

Translator

Publishing House Editora Lector Cómplice (Venezuela)

- Translation from Spanish to Portuguese and from Portuguese to Spanish at the publishing house.

Business or sector Publishing

Editing Supervisor

Publishing House Fundación Biblioteca Ayacucho (Venezuela)

- Supervising books edition at the publishing house.

Business or sector Publishing

Freelance Proofreader

Publishing House Fondo Editorial IPASME (Venezuela)

- Proofreading texts at the publishing house.

Business or sector Publishing

Award Jury in Literature

Concurso Literário IPASME (Venezuela)

- Search the best book that will win the prize.

Business or sector Literature

Vice president

Publishing House Foundation - Fundación de Estudios Literarios Lector Cómplice (Venezuela)

- Co Founder and Vice presidente at the Foundation and publishing house.

Business or sector Publishing

PERSONAL SKILLS

Mother tongue(s) Portuguese, Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B2	B2	B2
English as Foreign Language - Centro Venezolano Americano (CVA)					
Italian	B1	B2	A2	A2	A2
Literature UCV. Italian I, II and III in Literature studies at the university.					
French	A2	B1	A1	A1	A1
Studies on my own					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - Nice capacity to communicate that I got through my experience as sales person.
- Excellent capacity to work with group of students acquired during twelve years as teacher of English, Portuguese, Spanish and Literature Workshops.

Organisational / managerial skills - Nice capacity to coordinate (I was coordinator of a Language Institute where I coordinated teachers and employees).
- Good capacity leading groups acquired during twelve years teaching languages.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- I am good using Microsoft Office programs and similar.
- Great capacity browsing the Internet for searching information.
- I can work and staying update with or managing social media.