







Ana Francisca Cunha



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 Oporto
 12th April 1995
 Portuguese

 **Areas of interest:** Marketing, Human Resources and External/Public Relations

I'm a creative, responsible and easy learner. Motivated by challenges that can amplify my knowledge, I'm interested in opportunities to live in different places where I will be able to work in contact with people from other cultures and practice what I learned in school.











EDUCATION

2014-2017 Oporto, PT	BSc in Management (Senior) <i>Católica Porto Business School, Catholic University of Portugal</i> 2015 Achievements: Best individual performance prize Multidisciplinary project II 18/227 students
2016 Akita, JP	Exchange Student <i>Akita International University</i> 4 months Japanese 101 Intercultural Communication Leadership Entrepreneurship
Summer 2015 Berkeley, USA	Summer School <i>Haas School of Business, University of California, Berkeley</i> International Business: B+ International House: Support in the preparation of the "International Coffee Hour" – gathering of international college students
2013 Stuttgart, DE	AFS Intercultural Programs <i>Goethe Gymnasium</i> Completion of 6 months of the school year abroad





WORK EXPERIENCE

Summer 2014 (5 weeks)	Oliva&Co <i>Shop Assistant</i> Customer support; preparation of events; support in financial management of the store
2014 April, Portugal May, Angola	Acail, S.A. <i>Department of business</i> <u>Portugal:</u> International commercial research and export cost calculations <u>Angola:</u> Analysis of the overall functioning of the company, Stock control and preparation of the employees records' sheets
Summer 2012 (3 weeks)	Acail, S.A. <i>Financial Department</i> Support in the collection process.
Summer 2009 (4 weeks)	Acail Gás, S.A. <i>Commercial Department - medical area</i> Administrative support; analysis of the company's operation.






LANGUAGES

	Oral	Written	Exams and Courses	
Portuguese				
English			940/990 in TOEIC Exam inLingua	2016
Spanish				
Japanese			A: Elementary Japanese Course Akita international Uni.	2016, JP
German			Exam: A1 German Course: 3 months inLingua	2013, DE

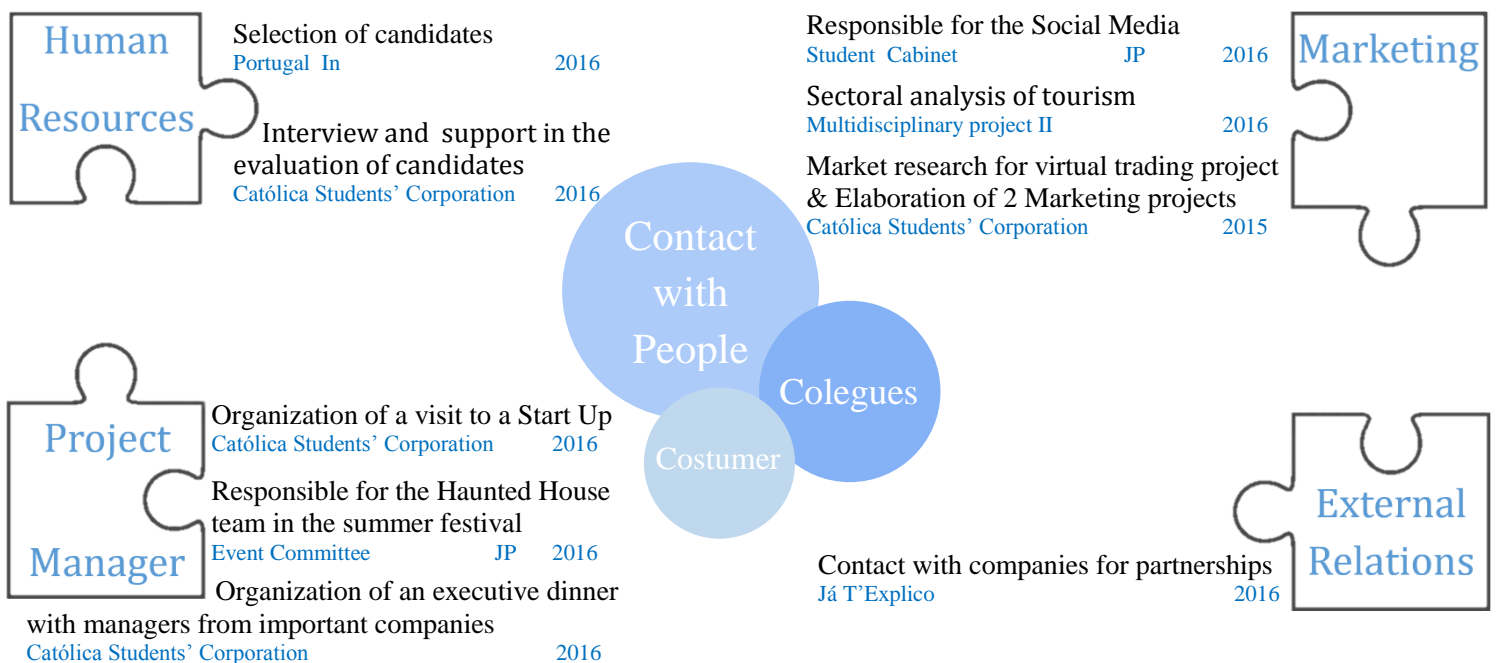
COMPUTER SKILLS

	Self-evaluation	Exams and Courses	
PowerPoint			
Word		Approval in Diagnostic Exam Catholic University	2014
Excel		Excel Course: 15 hours Catholic University	2014
PhotoScape		20/20 in Computer Applications Course	2013

EXTRACURRICULAR ACTIVITIES

Students Union	Chief Internal Project Manager Católica Students' Corporation (junior enterprise) Responsible for supervise all the internal projects – 30 Minutes With, Office Explorers, National OE	2016
	Erasmus Buddy Tutor Catholic University of Portugal Responsible for the Buddies' team and support of two exchange students	2015/2016
	Event Committee Akita International University Organization of Events for the students – Hippie and Summer Festival	2016, JP
	Chief Organization Officer Católica Students' Corporation Responsible for the office and administrative team	2015
Work experiences	Portugal In (Decoration and Antique Store) Assisting in the selection of the candidates (for shop assistant) and support in general tasks	2016
	Research and Community Outreach Services – English teacher assistant Assisting English teachers in elementary school	2016, JP
	“Viagem Medieval” – public event Box Office Costumer support; ticket selling	Summer 2013
	Learning Centre Santa Maria da Feira Support younger students in their studies	2013
Volunteering	External Relations Já T'Explico (Organization that teaches children in need) Supervise the classes and contact companies for partnerships	2016
	Language Development and Intercultural Studies Center Conversation Partner Talking with Japanese students to help them improve their English	2016, JP
	Centro de Educação Integral Organization and fundraising for an AIDS project	2010
Coaching	Individual Coaching Team Coaching	2014-2016 2014/2015
		
Distinctions	4th Place – UCP Management Challenge Running a virtual company with a team	2016
		

PRACTICE IN THE AREAS OF INTEREST



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Oporto, 30 October 2016