



## Europass Curriculum Vitae

### Personal information

Surname(s) / First name(s) **Freitas, Rui**

Address(es) Rua da Penha 3,  
Fl. 4, Flat M  
Ed. Veng Fu San Chu  
Macau, SAR

Telephone(s) Mobile +853 66 500 346

E-mail [rui@ccadvog.com](mailto:rui@ccadvog.com)

Nationality Portuguese

Date of birth 06 July 1979

Gender Male

### Desired employment / Occupational field

#### Work experience

Dates From February 2007 onwards

Occupation or position held Paralegal & Translator

Main activities and responsibilities Researched, drafted and reviewed the English and Portuguese contents of the firm's website and liaised with the graphic designer;

Implemented a client satisfaction survey program;

Translated a broad range of legal documents, including but not limited to legislation, judgments, powers of attorney, mortgage deeds and other collateral security documents, legal advice letters, trade mark specifications, petitions, legal briefs and applications, from and into English and Portuguese;

Prepared, drafted and/or reviewed legal demand letters, court proceedings reports, itemized bills, legal correspondence, and other letters, faxes and e-mails;

Prepared and filed new trade mark and renewal applications, and post-registration and assignment documents;

Conducted on-line legal research;

Conducted on-line trade mark searches;

Monitored and updated trade mark docket;

Coordinated with clients to ensure necessary documents were received for filing deadlines.

Name and address of employer C&C Advogados  
Avenida da Praia Grande, 759-3F  
Macau, SAR

Type of business or sector	Solicitors' Firm
Dates	From November 2006 to January 2007
Occupation or position held	ESL Teacher
Main activities and responsibilities	Conducted lectures and one-to-one coaching; Designed lesson plans; Identified training needs and objectives; Prepared monthly and weekly progress reports.
Name and address of employer	Wall Street Institute Av. 25 de Abril, 21 r/c P-2795-197 Linda-a-Velha Portugal

Type of business or sector	Language School
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### Education and training

Dates	From September 2007 <i>[ongoing]</i>
Title of qualification awarded	Law Degree
Principal subjects/occupational skills covered	General: Constitutional Law; Administrative Law; Civil Law; International Law; Law of Obligations; Labour Law; Commercial Law; Property Law; General Theory of Chinese Law; Economics;
Dates	From September 2001 to June 2006
Title of qualification awarded	Bachelor of Arts in Modern Languages and Literature – English and Portuguese Studies
Principal subjects/occupational skills covered	General: English Language; Linguistics; Literary Theory; Literature (Portuguese, English, American); Culture (Portuguese, English, American); Translation;
Name and type of organisation providing education and training	Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa Avenida de Berna, 26-C P-1069-061 Lisboa Portugal
Level in national or international classification	ISCED 5A
Dates	From September 1997 to December 1999
Attended	Bachelor of Science in Computer Engineering
Principal subjects/occupational skills covered	General: Programming in Pascal, C and C++; Digital Systems; Computer Architecture; Physics; Mathematics;

**Personal skills and competences**

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment

European level (\*)

**English**

**Spanish**

**Standard Mandarin**

**Written Chinese**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B1	Independent User	B2	Independent User	B1	Independent User	A2	Basic User	A2	Basic User
A1	Basic User	-		A1	Basic User	A1	Basic User	-	
-		A1	Basic User	-		-		-	

(\*) Common European Framework of Reference for Languages

Social skills and competences

Solid interpersonal and teamwork skills;  
 Ability to work independently with minimal supervision;  
 Excellent written and verbal communication skills;  
 Strong customer service orientation;  
 Excellent ability to adapt to multicultural environments and to tackle new challenges;  
 Desire to learn and develop new skills;  
 Draws on past professional and academic experiences in Portugal, England and Asia.

Organisational skills and competences

Excellent attention to detail, strong organizational, administrative and prioritizations skills;  
 Analytical thinking and superior problem solving skills;  
 Ability to multi-task and to work in a fast-paced, deadline driven and challenging environment.

Computer skills and competences

Excellent computer skills and working knowledge of Microsoft Products, namely, Windows, Word, PowerPoint, Access and Outlook;  
 Excellent e-skills;  
 Knowledge of Wordfast and Adobe Photoshop CS2;  
 Knowledge of computer programming, namely, in Pascal and C;  
 Accurate typing at 50 WPM.

Artistic skills and competences

Poetry and Literature;  
 Member of the Portuguese Society for Authors (SPA);

Other skills and competences

Shorinji Kempo (Japanese Buddhist martial art);  
 Mountain Biking and fitness;

Driving licence

Category B;

**Annexes**

