

PERSONAL INFORMATION

Sandra Merícia Teixeira Gomes Luís



📍 Ed. Quintas IV, Bl. A - 1.º N - R. Alberto Teixeira 4 - 9125-257 Caniço - Madeira

📞 (+351) 967707348

✉ mericia_teixeira@hotmail.com

🌐 <http://portefolio-sandra-luis.webnode.pt/>

Date of birth 30/05/1979 | Nationality Portuguese

JOB APPLIED FOR
POSITION

Technique of Social Intervention
(business development, risk management and prevention)

WORK EXPERIENCE

FEBRUARY 2011 - PRESENT

Training Coordinator / Pedagogic

QUALIFICAR F.P. – Formação Profissional Educação serviços, Lda. (Q.F.P.) - Funchal - Madeira

<http://www.qualificar-fp.pt/>

Selection of Trainers; selection of trainees; Psychosocial Care, coordinating the work of curriculum development and school organization of technical projects (internships), responsible for organizing the program content, support the organization of processes to develop new content. Support / operational coordination of Projects Financed by POPH; Operational Coordination of Education and Training Courses - "RUMOS"

Responsible for areas of continuous training of teachers. Coordinator of Education and Training - Health Technician Assistant

Education - Vocational Training

November 2011 - present

Trainer

Indice, ICT & Management, lda - Leiria

<http://www.indice-consultores.pt/>

Training in the area of Technical Job Search

Consulting company

April 2011 to July 2011

Consultant in the area of psychosocial support

Centro Cultural e Desportivo Luís de Camões (Cultural and Sports Centre Luís de Camões) - Funchal

Group selection for participation in the project - "conversations neighbourhood" - survey the needs of this population. Weekly meetings - training of social skills in design conversations neighbourhood.

Particular institute social solidarity

March 2009 to January 2011

Training Coordinator / Trainers

Liderdesafio, Unipessoal Lda - Funchal

Interviews, selection and recruitment of trainers and trainees; - Coordination of educational activities developed by the trainers of each course; - Technical Support / Logistics - Audit of technical and teaching dossier in accordance with the requirements of accreditation / certification.

Education - Vocational Training

March to December 2008

Professional Internship

Casa de Saúde São João de Deus - Funchal (Mental Health Hospital)

Social Skills Training in the area of Mental Health (Assertiveness, Emotions, Communication),

Social skills training in the area of Alcoholism (Communication, Emotions), recreational activities,

Research in the area of Alcoholism. Active participation in social events organized by Home Health

Active participation in meetings of family members of people with mental illness.

Institution Solidarity - Mental Health and Alcoholism

2009 - present

Trainer

2013

• Interpersonal Relationships - Service and Protocol - Qualificar FP (28h)

• Job Search Techniques - Indice ICT & Management, Inc. (100 h).

2012

• Job Search Techniques - Indice ICT & Management, Inc. (100 h).

2011

• ethics and ethical principles of (a) Assist Direct Action - Qualificar FP - Training and Employment Program (IEM) (3hours)

• ethics and ethical principles of (a) Employee (a) Cleaning and Laundry - Qualificar FP - Training and Employment Program (IEM) (3hours)

• Personal and Professional Skills in (a) Employee Cleaning and Laundry - Qualificar FP - Training and Employment Program (IEM) (6 hours)

• Procurement, Inventory Management and Product - Qualificar FP - Training and Employment Program (IEM) (6h)

• Management of the Evaluation of Action Training : Assist Direct Action (2 classes) and Employee Cleaning and Laundry (1 class) - Qualificar FP

- Training and Employment Program (IEM) (9 hours)

Coordination of three courses - Training and Employment Program , with support from the Institute for Employment Madeira (IEM) , in collaboration with an IPSS support the elderly, including Assistant Direct Action (2 classes) and Employee Cleaning and Laundry (1 class 150h)

2010

• Addiction and Alcoholism of the course of Vigilante Private Security - Líderdesafio (course approved by the Responsible sector - Internal Administration) (35h)

• Introduction to Sociology course Private Security-Líderdesafio (course approved by the Responsible sector - Internal Administration) (35h)

2009

• Psychology, General Course Massage and Recovery - Líderdesafio (50h)

• Ethics, General Massage Course and Recovery - Líderdesafio (92 h)

• Jury in the field of Etiquette and Professional Ethics Practical Course Final Exams General Massage and Recovery - Líderdesafio (6h)

• Introduction to the profession - Líderdesafio (6h)

EDUCATION AND TRAINING

EDUCATION

OCTOBER 2011 TO MARCH 2012	<p>Postgraduate degree in Adult Education</p> <p>Cognos, Formação e Desenvolvimento Pessoal- Vila Nova de Gaia - Portugal</p> <p>http://www.cognos.com.pt/</p> <p>Historical Development of Adult Education, Policy and Practice of Adult Education, Educational Psychology and Theories of Learning, Personal and Social Development of the Young Adult and Adult; Portfolios, Assessment and Skills EFA's, Adult Education - case studies; Final Project .</p>
October 2010 to January 2011	<p>Micro MBA - Management</p> <p>Capacidade Lógica, Formação E-learning</p> <p>Sales Management, Human Resource Management, Marketing, Technology Management, Commercial Management, Behavioural Management.</p>
October 2002 to September 2007	<p>Degree: Social Science in the field of Social Psychology</p> <p>Universidade Aberta - Lisboa</p> <p>http://www.uab.pt/</p> <p>General topics: Analysis and technical advice on different types of problems and social realities; Planning, organizing and controlling activities, particularly in the social, cultural and political sectors, and in the business area involving soft-management.</p> <p>Specific topics: technical and coordination work: - structures and projects requiring psychological intervention intercultural nature; - in organizations, in areas related to human resources and marketing that require interventions in the management of organizational behaviour; - requiring knowledge of psychology applied in various contexts. Teaching and research in the field of Social Psychology.</p>
October 1999 to July 2002	<p>Technical Professional Assistant Childhood</p> <p>Escola Profissional Atlântico - Funchal</p> <p>http://www.epatlantico.com/</p> <p>Collaborate, plan, Caring, Helping the daily activities of children in a Children's environment: in kindergartens, Kindergartens, centers of leisure activities for Children and Youth Shelters Children, Centers for Children and Youth Education in accordance with the guidelines. Ensure the security and leisure activities, healthily promoting psychosocial development of the child</p>

TRAINING

June 4, 2013 to July 23, 2013	<p>Working Meetings - Organization and Planning</p> <p>Direção Regional de Qualificação Profissional - DRQP – RAM</p> <p>http://www.drqp.pt/</p> <p>Define and characterize the different types of meetings.</p> <p>Describe the steps and tasks involved in preparing for meetings.</p> <p>Apply the rules for recording notes in a meeting.</p> <p>Compose minutes</p>
January 31, 2013 to February 28, 2013	<p>Forensic Psychology and Criminal</p> <p>Capacidade Lógica, Formação E-learning</p>

Introduce the concepts of Deviation, Normal and Deviant Behavior.
Framing the relationship between psychology and law.
Legal framework for psychological assessment in forensic context.
Knowing the specifics of psychological evaluation in criminal proceedings.
Reflecting on the legal, ethical and deontological implications of psychological assessment in forensic context.
Publicizing the main theoretical contributions of psychology in the understanding of deviant and criminal behavior.

October 1, 2008 to December 15, 2008 Initial Pedagogical Training of Trainers - CAP - EDF Certificate No. 5582/09 DRQP
Qinforma, Formação Profissional - Funchal
Planning and preparing education / training in use of Information Communication Technologies;
Develop / cheer training, applying various methodologies;

PERSONAL SKILLS

MOTHER TONGUE(S) Portuguese

OTHER LANGUAGE(S)

English

UNDERSTANDING		SPEAKING		WRITING
LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
C1	C1	B1	B1	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

SOCIAL SKILLS AND COMPETENCES

Empathic ability to establish interpersonal relationships; demonstrate autonomy and creativity in solving situations; act with initiative in implementing activities; dialogue and interact with all types of people; listening; demonstrate resistance to frustration; demonstrate understanding, patience and sensitivity, be impartial; demonstrate emotional stability; manage conflicts. planning activities for different groups. Competencies developed by the various functions performed in different work contexts.

ORGANISATIONAL / MANAGERIAL SKILLS

Capacity management / teamwork; leading and managing teams; adapt to inter-individual, situational and socio-cultural differences, good communication skills and interpersonal skills; assertive, dynamic and pro-activity, High sense of responsibility and autonomy. Skills acquired in the performance of duties as coordinator.

COMPUTER SKILLS

Excel, data formatting, Word, Internet Explorer, Power Point, SPSS, Office, HP Photo & Imaging, Imaging Windows, Outlook Express, Adobe Acrobat.

OTHER SKILLS

Aptitude for writing; Some notions of piano and flute; Activities Theatre and plastic expression.
Text published: The footsteps of Father Christmas in Magazine "Diary of Malta Manel," Diario de Noticias Funchal, pg. 3, 12.25.1999;
Work performed at the Graduate: "Educate, Train Adults. What solution?" Feb 2012
Volunteer at CASA Association from 2008 to 2011 (from 2012 only in special cases)
Curricular in "Sapatinho"; Preschool of "São-Filipe" and "Quinta dos Traquinas")
Experience Summer activities with children

ADDITIONAL INFORMATION

PRESENTATIONS

- Member of the Scientific Organization's 1st Technical Conference on Health Auxiliary RAM, held at Casa de Saúde São João de Deus. - Funchal. - 2013
- Speaker's Topic: "The Importance of Communication and Assertiveness in the workplace", the 1st Technical Conference s (as) Health Aids RAM, held at Casa de Saúde São João de Deus. - 2013
- Speaker Theme: "Where does the active job search - attitude and motivation!", The official delivery of certificates, the Employment Agency of the Madeira. – 2013.

CONFERENCES & SEMINARS

- Participation in the Seminar "Management of Projects co-financed by the FSE: Prevent noncompliance" - 2013
- Participation in the Seminar "Public Procurement Regime Applicable to projects co-financed by the FSE: most relevant aspects" - 2013
- Participation in the briefing of "Project Methodology - National - LLP - Program for learning throughout life" - 2013
- Public Procurement in the FSE - Regional Directorate of Vocational Training – 2011
- Participation in the VI International Conference on Madeira - "Deserve the Future" - Organized by the Municipality of Funchal ;
- Participating actively in the 3rd Conference of Parkinson s disease - . Delegation Madeira
- Participation in the seminar ' Tourism Health and Wellness ' - organized by the Portuguese Association of Health Tourism and Welfare ;
- Participation in the V International Conference on Madeira - "Deserve the Future" - Organized by the Municipality of Funchal ;
- Participation in the II^a s journeys of the Portuguese Association of Disabled - Madeira
- Participation in " Giftedness - Prospects , Challenges and Pathways " seminar . By the Association CRIAMAR
- Participation in the Conference Pastoral "Ecumenical Perspective on Spiritual and Religious Care" , Casa de Saúde São João de Deus (Mental Hospital)
- Participation in the III International Conference on Madeira - "Deserve the Future" - Organized by the Municipality of Funchal ;
- Participation at the Second International Conference on Madeira - "Deserve the Future" - The Passions and Challenges of the Contemporary Crisis - Organized by the Municipality of Funchal ;
- Participation in the Seminar : " Parkinson's Movement " ;
- Participation in the 4th s Journeys of Nursing Mental Health and Psychiatry at the Casa de Saúde São João de Deus (Mental Hospital): " Crossroads Mental Health : Walk where ." ;
- Participation at the Conference : " Promoting Mental Health " - held at the Casa de Saúde São João de Deus ; Participation in the 1st Conference of the Association of Relatives and Friends of the Users of Casa de Saúde São João de Deus (Mental Hospital)- " Being Family in Mental Health - a look at the Associations of Relatives and Friends " - Funchal ;
- Participation in the IV th Conference on Bioethics s - . Parenting an unknown ... Challenging - held at the Portuguese Catholic University - Funchal ;
- Training - " Learn Storytelling " ;
- Action Training - "Homelessness what intervention? " ;
- Action learning Formation : " The Death and Mourning " ;
- Workshop: Children's Play Therapy - Play Grow ;
- Workshop - Health and Safety at Work : Obligations of Employer and Worker ;

