

Bárbara Gonçalves

MSc ; BSc Hons

Telf. 075 330 79 530

Email. Goncalves.barbara.abreu@gmail.com

Personal Profile

Resourceful and extremely flexible, expert in juggling multiple projects and achieving objectives timely and within budget. Proven ability to work under pressure and under minimal supervision. Detailed oriented with strong organizational, communication, interpersonal and team working skills. Possess first class written and oral communication skills, having acted as spokesperson for different projects delivering presentations for different audiences. An adept of interpersonal communication, establishing rapport and being able to build trust and respect. Experience producing different types of written work. Style of writing is logical, clear and concise. Confident, assertive, yet friendly, diplomatic and professional. Able to adapt to changing priorities and maintain a positive attitude and strong work ethic. 4 years' experience providing outstanding administrative and personal support to senior executives. A proactive networker equipped with excellent linguistic skills (English, Spanish and Portuguese).

Technical Skills and Achievements

- **Languages:** Fluency in English, Spanish and Portuguese.
2009. Teaching English as a Foreign Language Certificate (TEFL) by Education First, London.
- **IT Skills:** Microsoft Office Suite, Photoshop, Illustrator. Internet, email and social networks.
(2008) AUTOCAD City & Guilds preparatory course by West Thames College, London.
GIS (ArcView 9.3).
- **Other Training:** Sustainability Appraisals provided by Trevor Roberts Associates
Dealing with Difficult People
Effective Communication Skills
Project Management Module 1 & 2 (precursors for PRINCE)
- **Press :** "Telhados Verdes: novidade ou revivalismo" Tudo sobre Jardins 08; Portuguese Magazine;
"Nature in the City" Urban Design Group Magazine, Issue 108 UK.
- Driving Licence.

Professional Experience

SEPTEMBER 2011 – ONGOING	PhD Student, Doctoral Programme of Biology Climate Changes Aveiro & Lisbon University
AUGUST 2011	Worcestershire Habitats Inventory GIS Officer Worcestershire County Council
JANUARY 2011 – JULY 2011	Sessional Lecturer Worcester University
JANUARY 2010 – JANUARY 2011	Ecology - Policy Research & Communication Focal Point Worcestershire County Council
MAY 09 – JULY 09	Ecology – Assistant Project Coordinator London Ecology Consultancy
APRIL 07 – FEB 09	Ecology - Communication Focal Point EDAW Plc
OCTOBER 06 – FEBRUARY 07	Communication Assistant Severn Estuary Partnership

Education

2002 – 2005 BSc (Hons) Biology, Leeds University
2005 – 2006 MSc Coastal Conservation and Management, Glamorgan University Wales

Affiliations

- Institute of Ecology and Environmental Management (IEEM) - Associate Member
- Institute of Environmental Management and Assessment (IEMA).

References

Given upon request.