



☎ (00351) 914467938

✉ [catarinasilva982@hotmail.com](mailto:catarinasilva982@hotmail.com) | [ana.silva@sciences-po.org](mailto:ana.silva@sciences-po.org)

Sex Female | Date of birth 12 November 1989 | Nationality Portuguese

## WORK EXPERIENCE

01 Oct 13 – Present

### Blue Book Trainee at DG COMM

**European Commission, Brussels**

Directorate General for Communication – C1: **Citizens Information and Internal Communication**  
Working for the enhancement and long-term promotion strategies of youth publications about the EU; keeping track of the available quantities and updated content of publications, background research on digital content to be featured in a year-long social media campaign and TV programme (Germany).

25 Jan 13 – 29 Aug 13

### Assistant Information Officer (External Consultant)

**United Nations Regional Information Centre - UNRIC, Brussels**

Daily media monitoring; managing and updating the Portuguese website and social media; selecting and translating news (daily headlines and press reviews) for the UN Department of Public Information; creating content for the Portuguese website and newsletter; organizing and promoting events in Portugal (cinema screenings, conferences); translating official documents (official messages of the Secretary-General, press releases, op-eds); updating contacts' databases; writing for online magazine *In Focus*.

3 Sep 12 – 18 Jan 13

### Assistant Information Officer (Intern - Leonardo da Vinci programme)

**United Nations Regional Information Centre - UNRIC, Brussels**

Managing and updating the Portuguese website and social media; daily monitoring of national newspapers; selecting and translating news (daily headlines and press reviews) for the UN Department of Public Information; writing content for the website and Portuguese newsletter; updating contacts' database; writing for online magazine *In Focus* and *Internal Voices*; promoting events; translating official documents; volunteer at UN Day Brussels. Completion of the United Nations Administrative Support Assessment Test - ASAT (2013).

16 Apr 12 – 16 Jul 12

### Project Management Assistant (Trainee)

**Fundação da Juventude, Lisbon**

Assisting with the preparation and organization of events; public relations and communication tasks to promote national and local conferences, seminars, competitions, courses, etc.; developing and drafting project proposals for funding submission; managing social media accounts; responding to questions; coordinating volunteers at events.

5 Sep 11 – 31 Jan 12

### Financial and Administrative Assistant (Trainee)

**North-South Centre of the Council of Europe, Lisbon**

Monitoring and controlling financial reports; managing correspondence with partners and suppliers; assisting in the organization of high-level international events, managing the guest list (i.e. Lisbon Forum 2011); managing and updating databases; assisting with human resources selection procedures; translating and proofreading documents and publications (PT and EN); receiving training on project evaluation.

1 Jun 09 – 30 Jun 12

### Country Liaison Officer for Portugal

**Model European Union, Strasbourg**

Public Relations and fundraising tasks; media relations; relations with Portuguese MEPs; establishing partnerships with Portuguese institutions; promoting the event in Portugal; creating and updating the Portuguese contacts database; translating PR materials; liaising with Portuguese applicants and participants; writing minutes for online meetings; assessing applications.

1 Dec 08 – 30 Nov 09

## Junior Researcher

Peace Studies Group, [Centre for Social Studies](#), Coimbra

Collaborating on the research project "Trajectories of violence dissemination and containment: a comparative study between Bissau and Praia". Transcribing interviews; encoding data into databases (SPSS); background research and drafting of briefing papers and reading sheets; clipping of newspaper articles; applying publication guidelines to research papers.

Integration into Research Grant granted by the National Science & Technology Foundation

## EDUCATION AND TRAINING

1 Nov 11 – 1 Jun 12

### XIII European Studies Seminar

European Parliament Office / European Commission Representation, Portugal

European institutions, politics and policies. Production of "Europe's Gazette" (newspaper).

1 Oct 10 – 1 Nov 11

### MA in European Studies - European Society

Master of Arts

University College London, UK

Grade: Merit | Dissertation:

"Understanding the coverage of the 2009 European Elections in the Portuguese press".

1 Jan 10 – 10 Jun 10

### ERASMUS Exchange Program

Erasmus Program

Institut d'Etudes Politiques de Paris, France

1 Sep 07 – 2 Sep 10

### BA in International Relations

Bachelor's Degree

Faculty of Economics, University of Coimbra, Portugal

Final Grade: 17/20

International Relations, development cooperation, foreign policy, diplomacy, negotiation, international political economy, sociology, geopolitics.

## PERSONAL SKILLS

Mother tongue

Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C2	C2	C1	C1	B2
Spanish	C1	C2	B1	B1	B1
Italian	B1	B2	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

Projects &  
Conferences

- **Model EU Torres Novas**, Chair of the European Parliament session. Organised by BETA e.V and EuropeDirect Santarém in the context of Europe Day, Portugal (2013).
- **Fearful visions, visionary ideas (Berlin)**. Project about European identity and fear in Europe. Development and conception of a mobile exhibition that will be displayed around Europe (2013).
- **Can I ask you something? (Portugal-Italy)**. Project about democracy and citizenship in Europe. Production of a documentary on the subject. (2012).
- Cross Border **Seminar on the Eurocrisis and European Solidarity (Maastricht)**, JEF (2012).
- **3<sup>rd</sup> Summer Seminar 'Debating Europe'**, Centre for European Information Jacques Delors and EuropeDirect Aveiro, Portugal (2011).
- European Parliament Hearing on **'Preventing Undocumented Women and Children from Accessing Health Care: Fostering Health Inequalities in Europe'**, Brussels, Belgium (2010).
- Final seminar of the project **'The other sex'**, Saúde em Português, Coimbra, Portugal (2010).
- International Summer Course **"Conflict, Culture, Cooperation & Development: the View from Europe"**, Coimbra, Portugal (2010).
- **OECD Forum 2010: Road to Recovery**, Paris, France (2010).
- Selected participant at Th!nk about it 3 – **European Blogging Competition on 'Developing World'**

## Curriculum Vitae

promoted by the European Journalism Centre (2010).

- **19<sup>e</sup> Rencontres CNRS Jeunes, Sciences & Citoyens**, Poitiers, France (2009).
- **XI National Youth Meeting on Youth Employment**, Braga, Portugal (2009).
- Seminar '**Fundamental Rights in the context of the European integration**', Coimbra (2009).
- Member of the Portuguese committee at the European event '**Youngsters within Knowledge Society**', promoted by the French Presidency of the European Union, France (2008).
- **18<sup>e</sup> Rencontres CNRS Jeunes, Sciences & Citoyens**, Poitiers, France (2008).
- Organiser of '**Model of United Nations 2008**', University of Coimbra, Portugal (2008).
- Journalist at the **1<sup>st</sup> 'Simulation of the EU – SIMUE**', University of Coimbra, Portugal (2008).
- Country delegate at '**Model United Nations 2007**', University of Coimbra, Portugal (2007).
- Participant at **Summer Academy**, University of Aveiro, Portugal (2007).

## Membership of Organizations

- **New Media Ambassador** for **GEYC Resources Centre** (December 2013–present).
- Portuguese team member of **EAVI Youth Advisory Group** (November 2013–present).
- **Young Ambassador** for Portugal, **Generation Europe Foundation** (February 2010–present).
- **Young Ambassador** for Portugal, **IncredibleEurope** (March 2011–present).
- Member, Stage Committee of the European Commission (October 2013–February 2014).
- Host Directorate Ambassador in Portugal, **World MUN Melbourne 2013** (October 2012–April 2013).
- Member, SPIN youth association (2012–2013).
- Member, European Society, UCL Students' Union (2011).
- Member, **Bringing Europeans Together Association e.V** (2009–present).
- Member, Centre for Interdisciplinary Research in International Relations, Coimbra (2008–2010).
- Member, International Relations Students' Group – Information and Culture Sections (2008–2010).

## Training

- CCP - **Certificado de Competências Pedagógicas de Formador** (Trainer Certificate), by IEF. N<sup>o</sup> F613584/2013.
- Completion of the **United Nations Administrative Support Assessment Test – ASAT** (2013).
- E-learning course '**United to End Female Genital Mutilation**', by MIGS (2013).
- E-learning course '**Awareness-raising on Refugees and Asylum Seekers**', by CPR (2012).
- **6<sup>th</sup> Course on Security and Defense for Journalists**, National Defense Institute, Lisbon (2012).
- B-learning training on '**Europe 2020**' strategy, by TecMinho (2012).
- E-learning course on the '**Common Agricultural Policy**', by Groupe de Bruges (2011–2012).
- Training on **Project Evaluation**, by Euréval (2011).
- Workshop '**Learning to Act: Towards the MDG**', by Associação Tese (2010).
- Summer Course '**The sex of violences**', Centre for Social Studies, Coimbra (2009).

## Volunteering

- Volunteer at the **International Journalism Festival**, Perugia (April–May 2014).
- **EU Studies Fair** Ambassador, Brussels (December 2013–February 2014).
- Member of polling station at the municipal elections in Portugal (September 2013).
- **Content writer** for Portuguese website [MLFonseca.net](http://MLFonseca.net), online (since January 2012).
- Outreach volunteer for Théâtre Royal de la Monnaie, Brussels (2012–2013).
- Volunteer **Portuguese translator** for PICUM, online (since 2010).
- Volunteer at the international animation festival ANIMA, Brussels (2013).
- **Volunteer coordinator** at Festival Sudoeste, Zambujeira do Mar (2012).
- Front Desk Volunteer at Rock in Rio Lisboa, Lisbon (2012).
- Volunteer at the **Entrepreneurship Forum**, Lisbon (2011).
- **Training on 'Project Leadership'**, UCL Volunteering Service, London (2011).
- Monitor at Summer University, Coimbra (2010).
- **Buddy Program for Erasmus Students**, University of Coimbra, Coimbra (2009/2010).
- **Monitor at the Summer University**, Coimbra (2009).
- Volunteer at international art exhibition "XV Cerveira Biennial" (2009).
- Volunteer for the campaign "Promotion of efficiency in the consumption of electric energy" (2009).

## Computer skills

### European Computer Driving Licence

#### Advanced user:

- Joomla, WordPress and Blogger website editing
- MS Office Word, PowerPoint, Outlook

#### Average user:

- MS Office Excel
- MS Office Publisher

- Video Pad
- Basic user:**
- MS Office Access
- Adobe InDesign
- Adobe Illustrator
- Adobe Premiere
- SPSS
- Training on social media and SEO

- Other skills
- Social Media Manager of Ourém Youth Choir (2012–present)
  - Solo singing lessons (2012–present)
  - Musical Theatre course and showcase @ Vozes em Concerto Academy (2012)
  - Musical Theatre Workshop Week, London (2011)
  - Tenor saxophone player (2004–2006)
  - Member of Ourém Youth Choir – soloist (1998–2008)

Driving licence B

## ADDITIONAL INFORMATION

- Honours & Awards
- Scholarship awarded for the 'Student's Day' at the 8<sup>th</sup> European Feminist Research Conference, Budapest (2012) – declined.
  - Finalist of the European photo competition "**Jeune Prix de la Culture Européenne 2011**", promoted by AFI, French Ministry of Culture and Communication and French Ministry of Foreign Affairs (2011).
  - Winner of the essay competition "What EUrope(s) today?" promoted by ADEE, Portugal (2010).
  - Portuguese winner of the "**Council of Europe Essay Competition**" (March 2010) – National Representative at the Conference "Democracy and Decentralisation" (Switzerland, May 2010).
  - Merit Scholarship awarded by the University of Coimbra (2008/2009 & 2009/2010).
  - Prize awarded to the 3% best undergraduate students by the University of Coimbra (2007/2008).
  - Prize awarded to the 3% best students based on entry grades, University of Coimbra (2007/2008).
  - Portuguese representative at the "XII International Music Festival Majowa Nutka" (Czestochowa, Poland, 2003) – Special Award 'Education, Sports & Culture'.
- Publications
- **EU Politics representations in the media: the case of the Portuguese coverage of the 2009 European elections** (2012). Proceedings of the Ph.D. Conference on European Studies – 1<sup>st</sup> Annual Conference of the Czech Association for European Studies (Prague, 10 November 2011).
  - **The tide is turning: assessing gender inequality in the EU**, EUREKA Magazine, UCLU European Society (December 2010).
  - **Que Europa hoje? Crise ou momentum**, winner of the essay competition "What EUrope(s) today?" promoted by ADEE - Association of European Law and Economics of Coimbra (June 2010).
  - **Communicating Europe: Is the EU getting through to you?**, 3<sup>rd</sup> place at the essay competition promoted by the European Information Association and EuropeDirect Leeds (January 2009).
  - **New Common Security and Defence Policy – Challenges and options for Portugal** (in Portuguese), paper written by a group of students of International Relations (University of Coimbra). Published by EuroDefense Portugal at the "EuroDefense Synthesis", n°16 (July 2008).

Ana Catarina Silva