

## INÊS FERREIRA XAVIER DA CUNHA

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### WORK EXPERIENCE

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- Jan. 2017 – NOW** **Freelance Coach and Training facilitator**
- Currently taking a coaching certification by ICF (International Coach Federation).
- May 2016 – Dec. 2016** **LocalEyes Lisbon – (incubated at Fábrica de Startups)**
- Co-founder and Recruiter
- April 2016 – Octob. 2016** **360imprimir – One-stop-shop of Marketing Products and Services (Portuguese Startup)**
- Junior HR – Recruitment and Selection.
- Nov. 2015 – Jan.2016** **JASON ASSOCIATES – Human Resources Consulting Company**
- Trainee at the department of Activation Events.
- July – Sept. 2015** **ISCTE – INSTITUTO UNIVERSITÁRIO DE LISBOA (IUL) – BUSINESS SCHOOL**
- July – Sept. 2016**
- Main Coordinator and Training Developer at IBS Masters Kick Off Event
  - Planning, design and implementation of the training programme. One-day event focused on developing soft skills of new master students. Organised for 8 different IBS Master Courses and 400 participants.

### EDUCATION AND TRAINING

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- Sept. 2014 – Dec. 2016** **ISCTE – INSTITUTO UNIVERSITÁRIO DE LISBOA (IUL) – BUSINESS SCHOOL**
- MSc Human Resources Management**
- Master Thesis: “The efficacy of one-day soft skills training on master students’ performance” (final grade: 18 out of 20)
  - Training Course: Recruitment and Selection (by CEGOG).
  - Training Course: Negotiation across Cultures (University of Seville – IESEG School of Management).
- October 2015** **SYNERGY – CROATIA (NGO)**
- “Coaching Flow Training” – development of coaching competences and tools
- September 2014** **ERASMUS STUDENT NETWORK (ESN)**
- August 2013** **Eduk8 Project (Non-formal Education)**
- Trainee at Advanced Track of ESN Eduk8 Training for Trainers (Trento, Itália).
  - Trainee at Basic Track of ESN Eduk8 Training for Trainers (Cluj-Napoca, Roménia).
- May 2014** **EU “YOUTH IN ACTION” PROGRAMME**
- December 2013** **European Training and Networking Projects**
- Sharing Good Practices Working With Refugees and IDPs (Zugdidi, Georgia).
  - Project CITIZ’ACTION (Toulouse, France)
  - Training Course on Stereotypes, Prejudices and Discrimination (Gyula, Hungary)
- November 2013**
- Sept. 2009 – Oct. 2013** **ESCOLA SUPERIOR DE TECNOLOGIA DA SAÚDE DE LISBOA (ESTeSL) – IPL**
- Bachelor Degree in Fisioterapia**
- Erasmus Program: Uni. Ramon LLull, Fac. Health Sciences of Blanquerna (Barcelona) (Feb. – July 2012).

### VOLUNTEER EXPERIENCE

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- Aug. 2015 – Feb. 2017** **ERASMUS STUDENT NETWORK (ESN) – International Students Organisation**
- Eduk8 Project (Non-formal Education)**
- Training Events Coordinator  
Supporting and guiding the Organisation Committee of ESN training events.

- November 2016** - Facilitator at ESN Autumn Training (Vienna, Austria)  
Planning, design and delivery of 4 days of training about Intercultural Communication
- June 2015** - Facilitator at ESN Leadership Academy (Liberec, Czech Republic)  
Planning, design and delivery of 3hour-Workshops: Coaching and Leadership, Leadership through Emotional Intelligence, Leadership (a)cross-cultural teams.

#### **Erasmus Student Network Lisboa**

- Aug. 2014 – Aug. 2015** - Vice-President  
Institutional representative of ESN Lisboa; leading an organization of 50 members and 9 departments; supervising the HR department and the Network and Strategy department.
- Aug. 2013 – Aug. 2014** - Head of the Human Resources Department  
Coordinating the HR department; organising recruitment and selection processes; conflict solving; stress management; managing the work of 50 members and 8 departments; organising trainings and teambuilding events.
- Feb. 2013 – Aug. 2013** - Member of the Human Resources Department.

#### **ORIENTING (non-profit organisation) - UNIVERSIDADE CATÓLICA DE LISBOA**

- January - April 2014** - Volunteer at the NGO KILT  
Teaching English to disadvantaged children in Siem Reap (Cambodia). Fundraising and developing self-sustainable strategies for the NGO KILT (Khmer Independet Life Team).

## **PERSONAL SKILLS**

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### **LANGUAGES:**

ENGLISH – Fluent written and spoken (First Certificate - Cambridge).

SPANISH – Fluent written and spoken.

FRENCH – Basic Level.

GERMAN and ITALIAN – Very Basic.

PORTUGUESE - Mother tongue.

### **COMMUNICATION SKILLS:**

Good communication skills gained through training experience.

Good experience in conflict management.

Calm and positive personality with an optimistic attitude when facing challenges.

### **ORGANISATIONAL/MANAGERIAL SKILLS:**

Great leadership and facilitation skills gained through broad experience and trainings.

Adaptability to cultural differences and working styles.

Capability to work under time constraints and pressure.

Management experience and decision making competencies.

## **ADDITIONAL INFORMATION**

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**MUSIC:** Classic guitar lessons for 2 years during high school.

**SPORTS:** Sailing and cycling.

**INTERESTS:** Coaching, entrepreneurship, leadership development, intercultural learning.