



Sandra Otília Canteiro Horta

Date of birth: 23/07/1990 | **Nationality:** Portuguese | **Gender:** Female |

Phone number: (+351) 916595546 (Mobile) | **Email address:**

sandra_horta2@hotmail.com |

Address: Rua Brigadeiro Batista de Carvalho nº 27, 2810-031, Almada, Portugal
(Home)

WORK EXPERIENCE

01/03/2022 – CURRENT Seixal, Portugal

HEALTH SERVICE MANAGER GRUPO SAÚDE SUL

- quality control of the services provided;
- internal training and preparation;
- Organization of staff training and improvement actions;
- control and security of the clinic;
- Management of human and financial resources;
- Preparation of schedules;
- Inventory control;
- HR Coordinator
- Responsible for preparing maps of Physiotherapists and Auxiliary Physiotherapy Technicians.

01/06/2018 – 01/03/2022 Corroios, Portugal

HEAD TEACHER PRESCHOOL

Coordinator

- Professor responsible for ATL
- Responsible for coordinating daily tasks
- Management-family-student relationship
- Preparation of plans (monthly/weekly)
- Planning teaching and non-teaching activities
- Preparation of the Annual Activity Plan

Psychomotor therapist

- Development of individual learning strategies
- Preparation of assessments
- Support for children with CP, ADHD, Learning Difficulties, Autism and other developmental disorders.
- Planning individual interventions for each type of difficulty
- Inclusion of students with CP, ADHD and Autism in the functioning of CATL, as well as at the academic level.
- Promotion of autonomy

Tutor

- Study support (1st cycle)
- Support for studying languages (2nd and 3rd cycle)
- Support for other services (daycare, nursery, kindergarten and preschool)

Business or Sector Education

03/2018 – 06/2018 Almada, Portugal

TEACHER PRESCHOOL COALA

- Support for Study of Special Educational Needs - Psychomotricity Sessions
- Support for Study in Languages up to the 9th Grade

01/09/2017 – 03/2018 Almada
TEACHER FORÇA DA COR

- Support for Study for Students with Special Educational Needs - Psychomotricity Sessions
- Support for Study for 2nd Cycle (all subjects)
- Support for Study for Regular Education Students

01/2017 – 01/09/2017
TEACHER ACADEMIA SABER A BRINCAR

- Study Support for Students with Special Educational Needs
- Study Support in Languages and Sciences (up to 9th grade)
- Study Support for Regular Education Students

12/2016 – 12/2016
PSYCHOMOTOR THERAPIST GYMBOREE PLAY AND MUSIC

- Psychomotricity Sessions
- Music Therapy
- Child Development
- Preschool Preparation

10/2015 – 07/2016 Portugal
SALES ASSISTANT DIELMAR

- Personalized Service Men's Section,
- Suits and Ceremony
- Cashier
- Decoration

01/03/2015 – 01/10/2015 Almada, Portugal
PSYCHOMOTOR THERAPIST FREELANCER PARTNERSHIP WITH HGO

- Early Intervention with Premature Babies
- Parental Training for the Transition Home (Premature Babies)
- Infant Massage
- Development of a Pioneering Intervention Plan in Portugal - Transition from NICU to Home - An Innovative Plan aimed at training parents of premature babies to promote their autonomy and boost self-esteem.

04/2014 – 04/2015 Almada, Portugal
SALES ASSISTANT MASSIMO DUTTI

- Personalized Service
- Cashier
- Restocking
- Women's, Children's, and Men's Section

10/2011 – 07/2012 Almada, Portugal
PSYCHOMOTOR THERAPIST APPACDM QUINTA DOS INGLESINHOS

- Psychomotricity Sessions for Special Populations with Motor and/or Intellectual Disabilities
- Hydrotherapy
- Adapted Motor Activity

● **EDUCATION AND TRAINING**

09/2009 – 07/2012 Almada, Portugal
BACHELOR'S DEGREE IN PSYCHOMOTOR REHABILITATION Instituto Superior de Estudos Interculturais e Transdisciplinares

National classification Licenciatura

Field of study Early Intervention | **National classification** Master**LANGUAGE SKILLS**Mother tongue(s): **PORTUGUESE**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1
FRENCH	A2	A2	A2	A2	A2
SPANISH	B1	B1	B1	B1	A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user***DIGITAL SKILLS**

Microsoft Office | Microsoft Office PowerPoint | Microsoft Outlook | Redes Sociais | Microsoft Office Word | Microsoft PowerPoint | Comunicao online (Zoom Skype) | Google | Prezi | knowledge of presentation platforms (PowerPoint, Prezi, Canva) | Remote administration (RDP, Team Weaver, AnyDesk)

DRIVING LICENCE**Driving Licence:** B**CONFERENCES AND SEMINARS****Seminars**

- Portuguese Sign Language Workshop
- Participation in organizing the "Olá palavra" event

PROJECTS**Projects**

Development of a pioneering project in Portugal: Parental Education in NICU

FORMATION**Courses**

- Management and Coordination of Training
- Training of Trainers Course
- Pediatric First Aid
- First Aid
- First Aid and Emergency Response Measures
- Introduction to Occupational Health and Safety
- Conflict Management
- Internal Audits
- ISO 9001:2015 and Management Systems
- Company Welcome and Integration