



Maria Inês Amaro Camacho

Nationality: Portuguese **Date of birth:** 16/12/1996 **Gender:** Female

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ABOUT ME

Communication technician, organized and responsible, with approximately four years of experience in the field. Qualified professional, with excellent written and spoken communication skills, committed and effective in producing a clear and objective narrative, in order to generate relevant content and guarantee the attractiveness of the communication.

Motivated to achieve goals and able to prioritize multiple tasks in a corporate environment with a demanding pace.

WORK EXPERIENCE

Press Office

District Hospital of Santarém [15/05/2024 – Current]

City: Santarém | Country: Portugal

Internal communication:

- Intranet management
- Elaboration and sending of Newsletter (monthly)
- Support in organizing health-related events
- Hospital Signage

External Communication

- Social media management
- Website management
- Press office – Writing and sending press releases to national and regional press
- Contact with journalists – answer to their questions

Other activities

- Elaborate leaflets and posters for hospital services
- Clipping
- Photographic registration of events that take place at the Hospital's auditorium

Freelancer

Municipality of Chamusca [01/2021 – 30/06/2023]

City: Chamusca | Country: Portugal

After completing a Professional Internship (during 1 year) within the scope of the Professional Internship Program in Local Administration, I had the opportunity to join the Communication Office of the Municipality of Chamusca, where I performed the following tasks:

- Management of social media (Facebook and Instagram)
- Copywriting
- Writing texts for the publication "Cartas Curtas - Cartas da Charneca à Lezíria" - Infomail fortnightly

from the Municipality of Chamusca

- Writing and updating texts that appeared on the municipal website
- Writing synopses for the Cultural Agenda of the Municipality of Chamusca
- Survey of activities to be carried out by the Municipality's cultural and sports associations, as well as other partners of the Municipality of Chamusca, for further publication
- Writing and reviewing texts for the Municipal Bulletin
- Support in events promoted by the Municipality of Chamusca
- Support in external events, supporting the tourism promotion of the Municipality of Chamusca
- Photo and video recording of events organized by the Municipality of Chamusca
- Reception of guests at events promoted by the Municipality of Chamusca such as Meetings and other Ceremonies
- Photographic registration of meetings or other protocol events
- Updating content on the municipal website (regular introduction of news and updating documents such as notices, minutes, protocols, among others)
- Responsible for the Newsletter of the Municipality of Chamusca - Writing texts and introducing content on the platform

Intern

Municipality of Chamusca [09/12/2019 – 09/12/2020]

City: Chamusca | Country: Portugal

The Professional Internship Program in Local Administration (PEPAL) represents an opportunity for professional development and employment of human resources, through paid internships, in local administration.

EDUCATION AND TRAINING

Bachelor's Degree Communication Sciences

NOVA University of Lisbon – School of Social Sciences and Humanities [09/2014 – 06/2017]

City: Lisboa | Country: Portugal | Website: <https://www.fcsh.unl.pt/en/> | Field(s) of study: Social sciences, journalism and information | Final grade: 14

LANGUAGE SKILLS

Mother tongue(s): Portuguese

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

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

DRIVING LICENCE

Driving Licence: B