



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Tiago Alexandre Serafim Colaço**  
Address Rua Arnaldo Fortes Lt 29 3º Dto, 2500-131 Caldas da Rainha (Portugal)  
Telephone(s) Mobile | 914109501  
Fax(es)  
E-mail(s) creative@tiagoc.com  
Nationality Portuguese  
Date of birth 01 October 1983  
Gender Male

### Desired employment / Occupational field

#### Work experience

Dates	01 December 2008 - 31 August 2009
Occupation or position held	Communication Technician / Creative
Main activities and responsibilities	Maneuvers of Communication and Public Relations, Event Planning, Design and Management of Websites, Graphic Design.
Name and address of employer	Obimais, Ida Alto das Gaeiras nº 92, 2510 - 761 Gaeiras, Óbidos (Portugal)
Type of business or sector	Events
Dates	15 July 2007 - 15 August 2007
Occupation or position held	Public Relations
Main activities and responsibilities	Development of public relations in their areas of Internal Communication.
Name and address of employer	Promóbidos. Lda 2500 Caldas da Rainha (Portugal)
Type of business or sector	Events
Dates	02 January 2005 - 01 April 2005
Occupation or position held	Host / 4x4 Technician
Main activities and responsibilities	Demonstration and monitoring of mass media to global level of world's presentation of the Pathfinder and Nissan 350Z.
Name and address of employer	Promóbidos, Lda 2500 Caldas da Rainha (Portugal)
Type of business or sector	Events

### Education and training

Dates 01 September 2005 - 25 July 2008  
Title of qualification awarded Technician of Communication / Marketing, Public Relations and Advertising  
Principal subjects / occupational skills covered Portuguese (13)  
English (17)

	<p>Integration Area (15)  History of Communication (14)  Sociology of Communication (17)  Communication Theory (14)  Psychology of Communication (14)  Graphic Arts (18)  Audiovisual Techniques (16)  Computers (15)  Marketing (16)  Public Relations (16)  Advertising (16)  Vocational Aptitude Test (20) - GPA (17)</p>
Name and type of organisation providing education and training	ETEO - Escola Técnica Empresarial do Oeste (Vocational and Technical Education) Rua Cidade de Abrantes, nº 8, 2500-146 Caldas da Rainha (Portugal)
Level in national or international classification	Level III (12º) Technical and Vocational Course - European Cataloged
Dates	18 March 2009 - 03 June 2009
Title of qualification awarded	Establishment and Management of Small Business
Principal subjects / occupational skills covered	<p>Marketing and market research:</p> <ul style="list-style-type: none"> <li>- Ideas on essential marketing: Marketing's 4 P; Customer Value, Customer Loyalty, Product Levels; Market research, Analysis of suppliers.</li> <li>- Analysis of the project by the prospect of Marketing. Product Life Cycle; techniques and costs; function declared and functionality, aesthetics and fashion; Presentation of product for sale.</li> </ul> <p>Organization and management of small businesses:</p> <ul style="list-style-type: none"> <li>- The steps of creating a business: important aspects to develop a business plan.</li> <li>- Legal Issues involved in setting up the company: the company's legal constitution, legal obligations, records and licensing; Key legal figures.</li> <li>- Tax issues: Buying and selling of products, securities credit, type of tax.</li> <li>- The economic and financial component of the company: The balance sheet: Asset, Liabilities and equity; The income statement, income and costs; critical point of sales; Economic and financial indicators, sources of funding for companies.</li> <li>- Draft business.</li> </ul>
Name and type of organisation providing education and training	Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2504-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	02/09/2009 - 23/10/2009
Title of qualification awarded	Creating and Managing a Business Website - HTML
Principal subjects / occupational skills covered	<p>Websites 1st, 2nd and 3rd generation</p> <ul style="list-style-type: none"> <li>- The initial objective of HTML</li> <li>- Basic rules</li> <li>- Key Terms - Tag - Container - Content - Attribute - Value - Element</li> <li>- Structure of the code</li> <li>- HTML editors - Attributes of the various publishers - Comparison</li> </ul>
Name and type of organisation providing education and training	Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2500-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	06/10/2009 - 29/10/2009
Title of qualification awarded	Quality and Satisfaction in Services
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> <li>- SERVQUAL Model</li> <li>- Quality perceived - concepts</li> <li>- Consumer needs and desires</li> <li>- Criteria and tools for assessing customer satisfaction</li> </ul>

Name and type of organisation providing education and training	- Customer Relationship Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2500-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	27/10/2009 - 27/11/2009
Title of qualification awarded	FLASH - Animation 2D
Principal subjects / occupational skills covered	- Programs Animation: Windows - Insert image - Command Bar - Menus - Sequences - Transparencies - Time Animation - Creating animation - Animated GIFs - Animated vector - Advantages - Lightness of animations - Preview Mode - Set aside and repeat actions.  - Still Images - Creation and Editing: The scene - Preparation - Bookstore elements - Importance of the bookstore - Import elements - Techniques group of elements - Techniques for separation of elements - Airworthiness between scenes.
Name and type of organisation providing education and training	Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2500-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	06/01/2010 - 27/02/2010
Title of qualification awarded	Photoshop
Principal subjects / occupational skills covered	- Creation and Image Treatment Matrix - Formulas, Parameters for Color Selection, Procedures and Techniques Photo Retouching
Name and type of organisation providing education and training	Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2500-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	02/02/2010 - 06/04/2010
Title of qualification awarded	Sales Techniques
Principal subjects / occupational skills covered	The communication process in Sale: - Basis for Communication - Basic Skills and Qualities of the Vendor - The Language - Techniques of Speech - Rhetoric and Persuasion - Active Listening;  Negotiation Skills: - Arguments - Dealing with Objections - The Questions - Positive Alternative - Presentation of Price  Life Cycle Stages of a Sale: - Identification of Needs and Motivations - Analysis and Evaluation of Possible Solutions - A Demonstration of Solution - The Implementation  Managing Bounces: - Security and Trust in Yourself - The Failure to Learning Experience - Improve Performance
Name and type of organisation providing education and training	Cencal (Professional Training) Rua Luís Caldas - Apartado 39, 2500-909 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)
Dates	18/03/2010 - 25/05/2010
Title of qualification awarded	Promotion and Advertising
Name and type of organisation providing education and training	Gabinae (Professional Training) Praceta antónio Montez, nº8 - 1º Dto, 2500-112 Caldas da Rainha (Portugal)
Level in national or international classification	UFCD (Portuguese National Catalogue of Qualifications)

## Personal skills and competences

Other language(s)

Self-assessment

European level (\*)

**English**  
**French**  
**Spanish / Castilian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A1	Basic User

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

Communicator  
Dynamism  
Creativity

Organisational skills and competences

Team spirit  
Leadership  
Organization  
Capacity of Project Management  
Dynamism

Technical skills and competences

Creative  
Critical Sense  
Marketing One to One  
Communication Skills

Computer skills and competences

Microsoft office  
Photoshop  
Coreldraw  
Dreamweaver  
Flash  
Final Cut  
Premiere

Artistic skills and competences

Music  
Drawing  
Modeling

Driving licence(s)

B

**Additional information**

- Military Status: Resolved  
- Marital Status: Single

Awards:

- 1st Place Design Competition Pirlampo Magico (1997);  
- 2nd Place Open Secure Mobility (2001);  
- Participation in the Contest Peugeot Concept Car (2007);  
- Logo Contest Winner "21 à 21" MVC (2010);

**Annexes**

**EUROPEAN LANGUAGE LEVELS - SELF ASSESSMENT GRID**

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>U N D E R S T A N D I N G</b>	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
<b>S P E A K I N G</b>	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.