

# **CURRICULUM VITAE**

## **PERSONAL DETAILS:**

**Name:** Alexandra Basílio

**Address:** Rua Cecílio de Sousa, 35, 1.º esquerdo, 1200 – 099 Lisboa (Portugal)

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**Email:** [abasilio100@yahoo.com](mailto:abasilio100@yahoo.com)

**Nationality:** Portuguese

## **PROFESSIONAL EXPERIENCE:**

**Since 2000** - Freelancer Translator (from English, French, Italian and Spanish into Portuguese), mainly, on the legal and financial fields

**Since 2014** - Legal transcription (in particular, trial hearings)  
Film Subtitling

**January 2008 – October 2018:** Automóvel Club de Portugal (Lisbon, Portugal)

Legal Consultant

- provision of legal consultancy to the Consumer's Association members (Commercial Law, Civil Law, Administrative Law, Insurance Law, Transport Law, Environmental Law and Consumer Law)
- contacts with national and foreign similar associations
- translations (from EN, FR and IT into PT)

**December 2006 – December 2007:** D'Agostini Organizzazione (Udine, Italy)

Legal Assistant and Patents Translator

- Intellectual Property services and translations
- patents, designs & trademarks
- legal assistance
- IP translations (from EN, IT and ES into PT)

**May 2006 – October 2006:** MATHIAS (Udine, Italy)

(Italian design furniture manufacturer and exporter)

Export and Marketing department Assistant

- contacts with the foreign clients (mainly, France, Belgium, UK, Spain, Portugal, Brazil)
- organisation of commercial and marketing presentations, conferences, workshops with the clients, specially foreign clients
- commercial and administrative tasks
- translation services (from EN, FR, IT and ES into PT)

**January 2006 – April 2006: IMER Group (Udine, Italy)**

(Italian concrete machinery manufacturer and exporter)

**Export and Marketing department Assistant**

- contacts with the foreign clients (mainly, France, Belgium, UK, Spain, Portugal, Brazil)
- organisation of commercial and marketing presentations, conferences, workshops with the clients, specially foreign clients
- commercial and administrative tasks
- translation services (from EN, FR, IT and ES into PT)

**September 2004 – April 2005: European Central Bank (Frankfurt, Germany)**

**Lawyer-linguist (trainee)**

- edition of legal documents
- legal assistance to the other ECB departments
- legal and financial translations (EN-PT)

**October 2000 – August 2004: College of Europe (Bruges, Belgium)**

**Lawyer-linguist and Legal Researcher**

- project on codification of European legislation, in collaboration with the Legal Service of the European Commission and the Office for official Publications of the European Communities (OPOCE, Luxembourg) – responsible for the Portuguese version
- administrative collaboration on trainings and seminars organized by the Development Department to civil servants

**May 2000 – September 2000: Law firm Paes de Almeida & Associados (Lisbon, Portugal)**

**Lawyer**

(Commercial Law, Civil Law, Administrative Law, Banking Law, Insurance Law)

**October 1999 – March 2000: European Commission, DG Internal Market (Brussels, Belgium)**

**Legal Assistant (trainee)**

- legal and factual investigation concerning notifications and infringement procedures related to Member states
- contacts with national authorities and with other European institutions on the frame of the projects on course
- research on mutual recognition, product liability, environment and consumer's protection

**July 1998 – September 1999: Law firm Paes de Almeida & Associados (Lisbon, Portugal)**

**Lawyer**

(Commercial Law, Civil Law, Administrative Law, Banking Law, Insurance Law)

**September 1996 – June 1998: Law firm of the Lawyers Lobo Vilela, Coelho da Mota e Ramos Lopes (Lisbon, Portugal)**

**Lawyer (trainee)**

(Commercial Law, Civil Law, Administrative Law, Banking Law, Insurance Law)

**April - October 1997:** Portuguese Ministry of Home Affairs - Accountancy Department (Lisbon, Portugal)  
Administrative Assistant

## **EDUCATION:**

**November 2013 – June 2014:** Post-graduate studies “European Law in action – European Court of Justice case law”

Instituto Europeu da Faculdade de Direito da Universidade de Lisboa  
(European Institute of the Lisbon Law School - Lisbon, Portugal)

Main subjects studied: EU Tax Law, Internal Market Law, EU Banking and Financial Law, Competition Law, Consumer’s Protection and Environmental Law

(lectures taught in Portuguese)

**September 2002 - June 2004:** course “Gestion de l’Environnement”

Université Libre de Bruxelles (Brussels, Belgium)

Main subjects studied: Environmental Law, Waste Management, Town and Land Planning, Agriculture and Industry

(lectures taught in French)

**March - June 2002:** course on European studies

Université Catholique de Louvain (Louvain, Belgium)

Main subjects studied: Internal Market, Competition Law, Consumer’s Protection and Environment

(lectures taught in English)

**October 1997 - September 1998:** Master on European studies

Instituto Europeu da Faculdade de Direito da Universidade de Lisboa  
(European Institute of the Lisbon Law School – Lisbon, Portugal)

Main subjects studied: Commercial Law, Competition Law, Internal Market Law, Consumer’s Protection Law and Environmental Law

(lectures taught in Portuguese)

**1991 - 1996:** Law degree

Faculdade de Direito da Universidade de Lisboa  
(Lisbon Law School, Lisbon, Portugal)

Main subjects studied: Constitutional Law, Financial Law, Civil Law, Administrative Law, EU Law, International Public Law, Tax Law

(lectures taught in Portuguese)

**August 1994:** summer course on International and European Law

Università di Urbino, Facoltà di Giurisprudenza

(University of Urbino, Law School, Urbino, Italy)

Main subjects studied: Competition Law, Intellectual Property and Internal Market Regulation  
(lectures taught in French and Italian)

**LANGUAGE SKILLS:**

Portuguese (native speaker)  
English, French and Italian (written and oral fluency)  
Good knowledge of Spanish

**COMPUTER SKILLS:**

SDL Trados Studio (versions 2011, 2014, 2017)  
Word, Excel, Power Point

**ADDITIONAL INFORMATION:**

Member of the Portuguese Bar Association (Lisbon district) since 1996

Classes of Portuguese to Italian students in Udine (Italy) - from September 2005 till December 2007

Research assistant on a research project in the field of mobilisation of interest groups and internationalisation (in particular, the EU and the WTO) – project launched by the Institute for International and European Policy (Leuven Catholic University) - Leuven, Belgium during years 2003 and 2004

- data collection by interviewing stakeholders, and provision of detailed reports