

# Curriculum Vitae

---

## Paulo Jorge Timoteo de Figueiredo

Telephone:00491727857145  
Homepage: <http://www.paulo-f.com/>  
email: [info@paulo-f.com](mailto:info@paulo-f.com)

---

### Education

- Pre University degree taken at Escola Emideo Navarro in Almada,Portugal (technical secondary school);
- Frequency of the Electrotechnics Engineering course at ISEL (Instituto Superior de Engenharia de Lisboa )
- Entered Informatics Engineering at UNI Bonn (Germany)
- German course (Grundstufe level 3) at VolksHochSchule Cologne (with Goethe Institute Diploma);
- German course at FachHochschle Cologne (with DSA diploma).

### Other qualifications

- Data processing course taken in Microcamp International with the final average grade of 17 (max: 20);
- Internet knowledge ( Web design )
- Windows knowledge's as a part of my daily computer support work (NT,2000,95,98,XP;Office, Administration, tcp/ip protocols, LAN);
- Track-it helpdesk database (Maintenance, update of user requests, Inventory of IT equipment);
- Creation of Flash presentations and Multimedia CD's;
- Other Computer skills
  - Use of specific software such as: Dreamweaver, Flash, Photoshop, Fireworks, CorelDraw, FTP (plus a number of others web design related) ;
  - Computer languages: MS-DOS, Pascal, HTML;
- Quality control Formation (emacs, Unix databases and Cartography Formation) at Edinfor;

### Work experience

- Since 1.9.2002 as Computer Specialist (Network Administrator/ user support/ soft-hardware support) at UNFCCC (United Nations Framework convention on Climate Changes) in Bonn, Germany.
- 1.9.2001-1.9.2002 as a IT Specialist ( EDV/ Network Administrator/ user support/ soft-hardware support) at Max-Plank Institute (Cologne, Germany);
- 1.11.2000-30.7.2001 as Quality Controller in EDINFOR (Quality control of systems of information);
- 1.6.2000-1.8.2000 as a scribe (main duties: processing all correspondence, text treatment, word processing, archive (Invoice databases update) at BP Portugal.

### Language Skills

- Portuguese ( native language );
- English ( fluent );
- German(write, read and speak):
- Spanish (written, read and spoken);
- French (spoken).