



# Maria Inês Teixeira

## PERSONAL INFORMATION

Date of Birth: 21 Sep 1998  
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Address: Mafra, Lisbon  
Driving Licence: B1 and B

## GENERAL SKILLS

Excellent at communicating | Resilient | Attention to details  
| Proactive | Practical | Flexible | Quick at finding solutions  
to eventual problems

## SPECIFIC SKILLS

### Language Skills

Portuguese  
(Mother Tongue)  
English (C1)  
Spanish(B2)

### Digital Skills

Good handle on the  
fundamental Applications  
of Microsoft office: word,  
excel, powerpoint,  
outlook

## EDUCATION

### Faculty of Law University of Lisbon

Master's Degree in Law and Legal Practice  
Speciality in International Law and  
International Relationships

SEPTEMBER 2021 - ON GOING  
Grade (until now): 15

### Superior Institute of Accounting and Administration of Lisbon

*Degree in Solicitor*

SEPTEMBER 2017- OCTOBER  
2020  
Final Grade: 17

## COMPLEMENTARY TRAINING

### Oxford School - Language Institute

*Intensive English Course*

FEBRUARY 2021- JUNE 2021  
Final Grade: 16.6 | 83%

## CERTIFICATES

**Crime and Women: an analysis of Criminal Law** | Feminist  
Core at the Faculty of Law of the University of Lisbon, 2023 |  
Certificate of Participation

**Violence and Women's Human Rights: mobilizations,  
intersectionality and southern epistemologies** |  
Interdisciplinary Study Group in Social Sciences, Minho  
University, 2023 | Certificate of Participation

**An Introduction to Human Rights** | Amnesty International,  
2022 | Certificate of Completion

**I know gender 1-2-3: gender concepts to get started;  
international frameworks for gender equality; and  
promoting gender equality throughout the UN System** | UN  
Women, 2022 | Certificate of Completion

**Introduction to Internacional Humanitarian Law** |  
International Committee of the Red Cross - ICRC, 2022 |  
Certificate of Completion

**Certificate of Participation in the 7th Global Meeting on  
Law & Society** | ISCTE University Institute of Lisbon, 2022 |  
Certificate of Participation in the Organization of the Event

**European Union: Construction and Functioning** | National  
Institute of Administration, 2022 | Certificate of Completion

**Certificate of Completion of the Online Course Prevention  
of Sexual Exploitation and Abuse** | United Nations Refugee  
Agency, 2022

**United Nations Security Council Mock Debate** | Center for  
Studies in Political Science and International Relationships &  
Lisbon Model United Nations Association, 2022 | Certificate  
of Participation

**Certificate Skills for Interculturality** | National Institute of  
Administration, 2022 | Certificate of Completion

**Certificate Award Excellence** | Superior Institute of  
Accounting and Administration of Lisbon, 2018 | Awarding of  
the students with the best school performance

**Generation-On** | Town Hall of Mafra, 2018 | Certificate of  
Participation

**Democracy Summit** | Catholic University of Lisbon, 2016 |  
Certificate of Participation (among the activities carried out,  
participation in mock debate of the European Council as a  
representative of the Turkey delegation)

## WORK EXPERIENCE

### Internship

*MINISTRY OF FOREIGN AFFAIRS OF PORTUGAL (Directorate of Foreign Policy, Division of International Political Organizations, Transnational Questions) (OCTOBER 2022 - APRIL 2023)*

Intern at the Directorate of Foreign Policy for International Political Organizations, in the Transnational Questions Division. My functions consist of: providing support to the diplomats on matters related to transnational questions, mainly, on cybercrime, drugs, crime prevention, criminal justice and conflicts of diamonds (specifically through the Kimberley Process); assisting in the analysis of documents and preparation of background papers on the matters previously referred; participating, note-taking and drafting reports of conferences, seminars and international meetings on those subjects (namely the Plenary Session of the Kimberley Process and the 4th and 5th Plenary Session of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communications Technologies for Criminal Purposes); preparation of notices to be published in "Diário da República", regards the accession, ratification, declaration, reservation, among others acts, made by some States Parties to the conventions of the Council of Europe in which Portugal is a party; writing of speeches; starting the internal approval process of ratification of some international instruments by Portugal.

### Organization of Events and Monitorization of Children

*URBAN PARK (APRIL 2022 - PRESENT)*

- Organization, preparation and monitoring of events - Participation and creation of recreational and personal development activities - Maintenance and organization of spaces for activities and meals

### Internship

*HELENA FRANCO - LAWYERS (OCTOBER 2020 - JUNE 2021)*

- Initiate some proceedings at the Court, Finances, Portuguese Institute of Registries and Notary, Conservatories, Notaries, Embassies, Consulates, Banking Entities, among others, and keep up with those procedures; - Study of questions regard to various brunches of Law and give the subsequent advice; - Assistance in the preparation and elaboration of certification of private documents and recognition of signatures; elaboration of contracts and minutes of scripture and also, general and special Powers of Attorney

### Internship

*CARLOS DE MATOS - SOLICITOR AND EXECUTION AGENT (FEBRUARY 2020 - MARCH 2020)*

- Assistance in the preparation and elaboration of certification of private documents and recognition of signatures (simple, by similarity, in person and with special mentions); - Elaboration of contracts and minutes of scripture; - Realization of studies about the Commercial Registry and the Declaration of Public Utility regarding Foundations, Registration and Concession of Brands and Patents, and also about the Succession Phenomenon

### Internship

*PAULO SILVA & ASSOCIATES- LAWYERS (JUNE 2018)*

- Elaboration of authenticated and particular documents; - Preparation of Purchase and Sale Contracts, and Purchase and Sale Contracts with Loan and Mortgage; - Study of executive procedures and subsequent elaboration of procedural documents

### Animator and Senior Care Assistant

*SOCIAL AND PARISH CENTER OF IGREJA NOVA (AUGUST 2018 - SEPTEMBER 2018)*

- Monitoring and supporting the user's routines; - Creation and participation on cultural and personal development activities; - Maintenance and organization of activity and dining spaces

### Organization of Events and Monitorization of Children

*WORLD OF FUN (JANUARY 2018 - AUGUST 2019)*

- Organization, preparation and monitoring of events - Participation and creation of recreational and personal development activities - Maintenance and organization of spaces for activities and meals

## VOLUNTEERING

### Time to Help ("Tempo de Ajudar")

*Mafra, Lisbon, Portugal (JANUARY 2021 - PRESENT)*

Creation of a social solidarity project, through which we provide assistance to people in our municipality and neighboring municipalities, through the delivery of food, clothing and other essential goods. | <https://www.facebook.com/tempodeajudarmafra> [https://www.instagram.com/tempo\\_de\\_ajudar/?hl=pt](https://www.instagram.com/tempo_de_ajudar/?hl=pt)

### Homeless Support Group of Milharado

*Milharado, Lisbon, Portugal (DECEMBER 2017) | <https://www.facebook.com/gmasamilh>*