

PERSONAL INFORMATION



Rui Duarte

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Sex Male | Date of birth 27/11/1970 | Nationality Portuguese

POSITION IT Consultant

WORK EXPERIENCE

01/09/2017–Present

IT Consultant

Working as a freelancer, Amadora (Portugal)

ruimduarte.com

Since the departure of MEO, I have developed the partnerships and client portfolio necessary to establish a professional activity in the following areas:

- Creation of 360° and 3D virtual tours using Matterport technology for interior spaces;
- Installation and configuration of home automation devices; and
- General technology consultancy (computer support, website development and optimization, social networks, etc.).

I also participated in several events related to the Consumer Law Ready and the Single Market Forum.

[Business or sector](#) Information and communication

18/08/2016–31/08/2017

IT Consultant

MEO - Serviços de Comunicações e Multimédia, S.A., Lisboa (Portugal)

www.meo.pt

Functions in DOC - Commercial Support Direction:

- Development, verification and control of sales reports of stores and agents, using **SQL Server** and **NPOI** for manipulation of Excel files, using scripts in **SQL**, **VBA**, **C#** and **Powershell**; and
- Management of access to **SQL Server** cubes.

[Business or sector](#) Information and communication

01/10/2015–17/08/2016

IT Consultant

MEO - Serviços de Comunicações e Multimédia, S.A., Lisboa (Portugal)

www.meo.pt

Functions in DIT - IT Direction:

- Member of the team that organized and planned the implementation of the Oneway (**JIRA**) project at MEO (which was canceled 2 weeks before the start of production, by management decision); and
- Member of the support team for the exploitation of **PT ACS**, namely in the GPS application (Health Plan Management), using **SQL Server** and **Harvest** and also in the management and maintenance of the contents of the Institutional Portal in **HTML**.

[Business or sector](#) Information and communication

23/10/2000–31/12/2008

Managing Partner, Consultant and IT Technician

Inforworld - Informática e Serviços, Lda., Lisboa (Portugal)

Inforworld's managing partner with my partner (50% each), where I performed all the functions necessary to meet our clients' requests:

Consultant, hardware technician (configuration and installation of isolated computers or servers, design of network architectures, installation of printers, repair of equipment) and software (configuration of applications, development of databases, etc.)

08/06/1990–30/09/2015

IT Consultant

MEO - Serviços de Comunicações e Multimédia, S.A., Lisboa (Portugal)

www.meo.pt

First 24 years of work at MEO:

- Computer and technological support to the entire Legal Department of PT Portugal, including training, clarification of doubts;
- Analysis, requirements specification and administration of applications to computerize legal processes, namely:
 - Jurimind (application that manages all the processes of the Direction)
 - SGPT (an application created to deal with legal claims made to telecommunications operators under Law 32/2008, known as Data Retention)
 - ILC (Legal Interception of Calls);
- Specification and creation of applications in **Access** for process management, extraction of statistics to answer audits, elaboration of the budget of the Direction in **SAP**;
- Member of the computer team of the General Shareholders' Meetings of PT SGPS (since the first edition), collaborating in the preparatory work, management of the Shareholder Correspondence DB in addition to active participation in reading the votes;
- Monitoring of several internal training actions, totaling more than 700h in the area of micro-computing: **Word**, **Excel**, **Powerpoint**, **Access**, **Outlook**, internet, as well as some internal applications of the PT Group (Jurimind, PTdocnet); and
- Creation and management of websites in **SharePoint** with a view to improving the quality and efficiency of the work carried out in the Direction as well as the interconnection with other departments.

Business or sector Information and communication

EDUCATION AND TRAINING

03/03/2018–10/03/2018

Training of Trainers - SMEs and Consumer Rights

DECO - Associação Portuguesa para a Defesa do Consumidor, Lisboa (Portugal)

Certification Training of Trainers - SMEs and Consumer Rights, given by **DECO Forma**.

This action is part of the **Consumer Law Ready**, a project funded by the European Parliament and the European Commission and prepared by the European Consumers Organization (**BEUC**).

25/02/2008–Present

CCP - Certificate of Pedagogical Competencies

IEFP - Instituto do Emprego e Formação Profissional, Lisboa (Portugal)

CCP - Certificate of Pedagogical Competencies - allows me to give training.

10/1977–06/1991

12th grade

Escola Secundária Dom Pedro V, Lisboa (Portugal)

<http://ael.edu.pt/>

Completion of the 12th year of schooling with option for the technological area, with final average of 12 and the following partial results:

Mathematics - 15; Biology - 12; and Chemistry - 10

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B2	B2	C1
French	B1	B2	B2	B2	B1
Spanish	B1	B2	B1	B1	B1
Italian	B1	B2	B1	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills I am recognized for my knowledge in technology (computer science, telecommunications, etc.) among family and friends who have used my advice and services on these matters countless times.

Organisational / managerial skills Monitoring of various actions of volunteer training in schools, within the framework of the Communicate in Security project.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Full domain of Microsoft Office tools (**Word**, **Excel**, **Powerpoint**, **Access** and **Outlook**) at the advanced level, including programming in **VBA** and macros;
- Creation and management of DB in **SQL Server**;
- Creation and management of websites in **SharePoint**, using workflows;
- Creation and optimization of websites in **HTML**;
- Good domain of hardware at the micro-computing level.

Other skills I started, at age 12, programming in Basic (and also occasionally Assembly) in ZX Spectrum. Since then I have always been interested in technology (computer science, telecommunications, photography, video), having attended various training actions in these areas.

ADDITIONAL INFORMATION

Publications