



CONTACT

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Vila de viana

HELENA PRINCESA MAIA CAPITA

SKILLS

Excellent writing skills in English

Experience in complex synthesis

Knowledge of CGIAR and its Results Framework

Flexibility to deal with different situations

Technical expertise in CGIAR impact areas

Ability to coordinate and collaborate with contributing authors

Coordination of internal reviews within CGIAR

OBJECTIVE

I seek a challenging opportunity as a lead writer, where I can apply my experience in research, writing, and editing to highlight and communicate clearly and impactfully the contributions of CGIAR to positive outcomes and impacts in the agricultural sector. I aim to take on the role of lead writer in a prominent project, where my passion for research, sharp writing skills, and commitment to excellence come together to present in an engaging and persuasive manner the innovations and transformative impacts of CGIAR in the global agricultural landscape.

EXPERIENCE

Pureza, LDA

2019 - 2021

Intern

- Assist in creating strategic content for reports and publications in the agricultural sector.

Muana, LDA

2021 - 2022

Junior Writer

- Responsible for reviewing and editing written materials on CGIAR contributions, aiming for clarity and impact in the messages conveyed.

Manty SA

2023 - 2024

Advanced writer

- Contribute to the production of articles and informative materials highlighting CGIAR's innovations and impacts on the global agricultural scene.

LANGUAGES

Portuguese

English

PERSONAL DETAILS

Date of Birth : 03/04/2002

Marital Status : Single

Nationality : Angolan

ACTIVITIES

QHSE Workshop

SAP workshop

EDUCATION

Instituto politécnico de Cacuaco

(2017/2021)

Civil construction

Instituto Superior Politécnico Alvorecer da Juventude

2021

Civil engineering - 3rd year of college

PROJECTS

Customer Service Specialist

Project: Implementation of Custom CRM System

Description: Led the implementation of a custom CRM system, increasing customer service efficiency and raising satisfaction rates by 20%.

Data Analyst

Project: Big Data Analysis for Process Optimization

Description: Conducted a comprehensive big data analysis that identified process optimization opportunities, resulting in a cost savings of 15%.



CURSOS

Project Management _ Empire Academy
(16/12/2023)

Technical Writing Course_ Cinfotec
(03/01/2024-26/01/2024)

Quality Control _ Cinfotec
(06/01/2024-22/01/2024)

CGIAR Course_ ISPTEC
(16/11/2024)

Measurements and Budgeting _HCengeneer
(25/03/2024 _ 16/06/2024)