



Ana Matilde Monteiro Couceiro Neves

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● PROFILE SUMMARY

Main Education

Master in Psychomotor Therapy
Licensure (3 year degree) in Psychomotor Therapy

Language Skills

Portuguese - Mother tongue
English - Proficient
Spanish - Independent user

Main Work Experience

Research Assistant at DED, Lda.
Copy Editor at DED, Lda.
Translator at DED, Lda.
Psychomotor Therapist at OASIS

● EDUCATION AND TRAINING

09/2020

CERTIFICATE OF PROOFREADING AND COPYEDITING COURSE COMPLETION – One Education

Basic online course proofreading and on the effective tools of editing such as spelling, punctuation and grammar errors, and basic formatting.

<https://www.oneeducation.org.uk>

09/01/2020 – Leiria, Portugal

CERTIFICATE OF PEDAGOGICAL COMPETENCES (TRAINER OF ADULTS) – Conclusão - Estudos e Formação

Certified by the Portuguese Employment and Training Institute to perform, with quality, the professional activity of trainer of adults.

09/2013 – 05/2016 – Oeiras, Portugal

MASTER IN PSYCHOMOTOR THERAPY – Universidade de Lisboa - Faculdade de Motricidade Humana

Dissertation titled "Estudo dos efeitos da aplicação de um programa de promoção da resiliência e de competências sociais e emocionais com crianças em situação de risco da cidade de Tijuana" (Study of the effects of the application of a resilience and social-emotional competences promotion program with at-risk children from the city of Tijuana)

Field(s) of study

- Psychomotor Therapy

17 out of 20

09/2010 – 06/2013 – Oeiras, Portugal

LICENSURE (3 YEAR DEGREE) IN PSYCHOMOTOR THERAPY – Universidade Técnica de Lisboa - Faculdade de Motricidade Humana

Field(s) of study

- Reabilitação Psicomotora

15 out of 20

● **ADDITIONAL EDUCATION AND TRAINING**

09/2020

Proofreading and Copyediting course

Basic online course from One Education on proofreading and on the effective tools of editing such as spelling, punctuation and grammar errors, and basic formatting.

10/2014 – 12/2014

Resilience in Children Exposed to Trauma, Disaster and War: Global Perspectives

University of Minnesota, U.S.A.

06/2013 – 07/2013

Psychomotor Therapy Summer School - FMH/UTL

Intensive training program in Psychomotor Therapy developed for, and by, students of five European Universities with academic training in the area.
Lisboa, Portugal

11/2012

Using the ICF-CY for Assessment

Participated, by invitation, in the workshop directed by Doctor Judith Hollenweger, Professor at Zurich University, about using the ICF-CY for assessment. This workshop was organised by UNICEF and took place in Skopje, Macedonia.
Genève, Switzerland

02/2013

Initial volunteer training (Santa Casa da Misericórdia de Lisboa)

5-hour initial training for volunteers, a prerequisite for the participation in volunteering opportunities in the institution.
Lisboa, Portugal

07/2011 – 08/2011

Volunteer Monitor Training (A.A.M.A.)

The A.A.M.A. organises vacation camps for children with developmental difficulties, the majority of them with diagnostics on the Autistic Spectrum. As a volunteer I undertook 18 hours of specific training on adapted sports, daily living skills, special needs and leisure activities.
Lisboa, Portugal

● **WORK EXPERIENCE**

12/2015 – CURRENT – Leiria, Portugal

JUNIOR RESEARCHER – DED, LDA

Research assistant for DED, lda. Responsible for data collection and knowledge management on ongoing projects, such as:

- UNICEF HQ Education and Disability Sections - COVID-19 Education and Children with Disabilities research and data management
- UNICEF MENA Regional Office - Teacher Preparedness Training Package, Module 4 on Inclusive Education
- International Disability Alliance - Baseline Data Collection on Status of Education of Children with Disabilities in Nepal
- Liser (EUCommission) - Feasibility Study on a Child Guarantee, Children with Disabilities Thematic Report
- UNICEF Myanmar - Situation Analysis on children with disabilities

<https://www.internationaldisabilityalliance.org/resources/education-children-disabilities-nepal>

<https://ec.europa.eu/social/BlobServlet?docId=22874&langId=en>

11/2020 – CURRENT – Leiria, Portugal

COPY EDITOR – DED, LDA.

Copy editor at DED, Lda. in several projects, including:

- IDA Inclusive Education Global Report, Portuguese (Pt-Pt) version
- UN OHCHR SDG-CRPD Resource Package (Policy Guidelines and Data Sources documents)

06/2020 – CURRENT

RESEARCH ASSISTANT – FRESNO - THE RIGHT LINK

Research Assistant for Fresno, the right link. Participated in the development of a Situation Analysis on children with disabilities in Kyrgyzstan as commissioned by UNICEF Kyrgyzstan. Responsible for literature review, support quantitative and qualitative data collection, editing and revision, under the direct supervision of the team leader.

02/04/2019 – 23/04/2019

TRANSLATOR – UNICEF HQ, DISABILITY SECTION

Urgent technical translation from English to Portuguese of the document "Guidance - Including children with disabilities in humanitarian action".

05/2016 – 01/2017

PEER REVIEWER AND TRANSLATOR – UNICEF REGIONAL OFFICE CEE/CIS

Revision of the Portuguese version of the 14 companion technical booklets - webinar series, dedicated to inclusive education. Original titles: Conceptualizing Inclusive Education and Contextualizing it within the UNICEF Mission; Definition and Classification of Disability; Legislation and Policies for Inclusive Education; Collecting Data on Child Disability; Mapping Children with Disabilities Out of School; Education Management Information Systems and Children with Disabilities; Partnerships, Advocacy and Communication for Social Change; Financing of Inclusive Education; Inclusive Pre-School Programmes; Access to School and the Learning Environment 1 - Physical, Information and Communication; Access to School and the Learning Environment 2 - Universal Design for Learning; Teachers, Inclusive, Child-Centred Teaching and Pedagogy; Parents, Family and Community Participation in Inclusive Education; Planning, Monitoring and Evaluation.

<https://www.unicef.org/eca/education>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%201%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%202%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%203%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%204%20-%20Portuguese.pdf>

https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%205%20-%20Portuguese_0.pdf

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%206%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%207%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%208%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%209%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%2010%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%2011%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%2012%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%2013%20-%20Portuguese.pdf>

<https://www.unicef.org/eca/sites/unicef.org.eca/files/Booklet%2014%20-%20Portuguese.pdf>

01/2015 – 06/2015 – Tijuana, Mexico

TEACHER – UNIVERSIDAD HUMANITAS

- Developed and delivered a 30h course about resilience for students in the first year of the Psychology degree, divided between 5 theoretical sessions in the University and 10 practical sessions, followed by a brief discussion period, at "Casa Hogar Lírio de los Valles", Playas the Tijuana, Mexico.
- Developed and delivered a 30-hour course to students in the first year of the Degree in Education, divided in three themes: resilience in different contexts; special educational needs and curriculum adaptations; relaxation techniques for children. The overall course was titled "Special Education" by the University.
- Developed and delivered 7 sessions of approximately 1h about resilience, tailored to high school students in the city of Tijuana, Mexico.
- Invited as a speaker at the first "Jornadas Integrales para Jóvenes", developed at "Escuela Secundaria 203 de Villas del Campo" in Tijuana, Mexico.

11/2014 – 31/07/2018

PSYCHOMOTOR THERAPIST – SEVERAL

As psychomotor therapist, my responsibilities were as follows:

- **At Jiga Joga, Leiria, Portugal** Planning and execution of psychomotor therapy sessions: with pre-school students at four CAFs (Family-Support Centres) in the region, on a total of 4 sessions/week; with elderly members of CENSOCAR, on a total of 1 session/week.
- **At OASIS, Leiria, Portugal:** planning, execution and evaluation of several weekly activities on the maintenance of cognitive, motor and social skills; reference therapist for 30 clients; member of the rehabilitation and technical teams of the institution.
- **At Casa Hogar Lirio de los Valles, Tijuana, Mexico:** Psychomotor intervention focusing on the promotion of social and emotional skills with at-risk children, as part of the research for the Master Thesis, 2 hours/week, on a total of 20 intervention hours, with children aged 5-12 years old.
- **At Centro Comunitário Ana Maria Gomez Campos, Tijuana, Mexico:** Psychomotor intervention aimed at promoting personal and social competences in children at risk, as the practical component of the upcoming Master's Degree thesis, 1 hour sessions once a week, for a total of 40 intervention hours, divided between two groups of primary education - from 1st to 3rd grade and from 4th to 6th grade.

● VOLUNTEERING

10/2012 – 10/2017

Intern

Several

- **OASIS, Leiria, Portugal:** Observation, planning and execution of group and individual sessions of Water-based rehabilitation, Functional rehabilitation, Leisure activities, Social competence training, Adapted physical activities, Instrumental psychomotor therapy, Relational psychomotor therapy, Boccia practices and Senior dance (01-2017/10-2017).
- **Centro Social e Paroquial de Oeiras, Nursing Home and Day Care Center, Oeiras, Portugal:** Observation and planning of group Psychomotricity activities and sessions for the elderly, with the objective of maintaining cognitive, motor and social skills. Internship as a part of the subjects Actividade de Estágio I e Atividades de Estágio II of the 3rd year of the Bachelor's Degree in Psychomotor Therapy (11-2012/05-2013).
- **Santa Casa da Misericórdia de Lisboa, Casa da Fonte -Emergency Foster Home, Oeiras, Portugal:** Observation and planning of group Psychomotricity activities and sessions for children 6-12 years old, with the objective of promoting Social and Personal Competences. Internship as a part of the subjects Atividades de Estágio I e Atividades de Estágio II of the 3rd Year of the Bachelor's Degree in Psychomotor Therapy (10-2012/05-2013)

07/2011 – 12/2016

Volunteer

Several

- **OASIS (Leiria, Portugal):** Observation, support and execution of sessions in several areas, taking into account the needs of the clients and of the institution (07-2016/12-2016)
- **Santa Casa da Misericórdia de Lisboa, Casa da Fonte - Centro de Acolhimento de Emergência (Oeiras, Portugal):** 3 weekly hours as a volunteer in study support to students from the 1st and 2nd basic cycles (01-2013/06-2013) and (04-2014/06-2014)
- **Projeto Ameias BIPZIP, Escola Básica Francisco de Arruda (Lisboa, Portugal):** Tutor of a 11 year-old student in the 2, 3 Basic School Francisco de Arruda. 2 weekly hours were planned, but the student was not present at most scheduled appointments. Total of contact hours: approximately 10 hours (12-2013/06-2014)
- **Associação de Actividade Motora Adaptada (Lisboa, Portugal):** 100 hours of volunteering as monitor at "Férias desportivas da A.A.M.A. 2011" - summer camp for children with special needs (mostly diagnosed with autism spectrum disorders) (07-2011/08-2011)

● LANGUAGE SKILLS

Mother tongue(s): PORTUGUESE

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
SPANISH	B2	B2	B2	B2	B2
FRENCH	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office | Google | Google Drive | Gmail | Computer skills from the perspective of user | social networks | Use of the internet as a communication and research tool | Basic SPSS knowledge | Microsoft Teams

● COMMUNICATION AND INTERPERSONAL SKILLS

Writing skills

Quality and consistent production of written documents, both in English and Portuguese.

Oral Presentation and Discussion

Good oral presentation and discussion skills, both in English and Portuguese.

● ORGANISATIONAL SKILLS

Coordination

Good coordination capacity, both at inter and intra personal levels.

Leadership

Good leadership skills, as well as a good acceptance of leadership by others.

Knowledge Management

Research, knowledge treatment, categorization and knowledge management skills, including the construction and management of databases.

● PUBLICATIONS

Estudo dos efeitos da aplicação de um programa de promoção da resiliência e de competências sociais

2016
Neves, A. (2016) Estudo dos efeitos da aplicação de um programa de promoção da resiliência e de competências sociais e emocionais com crianças em situação de risco da cidade de Tijuana. Dissertação de Mestrado em Reabilitação Psicomotora. Universidade de Lisboa, Faculdade de Motricidade Humana
<https://www.repository.utl.pt/handle/10400.5/11933>

New highlights about worries, coping, and well-being during childhood and adolescence.

2013

Gaspar de Matos, M., Gaspar, T., Cruz, J. & **Neves, A.** (2013). New highlights about worries, coping, and well-being during childhood and adolescence. *Psychology Research*, 3, (5), 252-260.

<https://pdfs.semanticscholar.org/5af1/c4951859f37e73f529a0f802b479c9e3c37d.pdf>

● **CONFERENCES AND SEMINARS**

Faculdade de Motricidade Humana, Oeiras

Jornadas Científicas de Psicomotricidade

Speaker on the first "Jornadas Científicas de Psicomotricidade", organised by APP (Portuguese Psychomotricity Organization) and by FMH, with a presentation titled "Aplicação de um Programa Psicomotor de Aprendizagem Social e Emocional em Tijuana, México", based on the research produced for the Master Degree's thesis.

04/2013 – Swolle, Netherlands

Move2 Psychomotor Student Congress 2013 - Windesheim University of Applied Sciences

Participant in the psychomotor therapy student's congress. Developed and delivered a model session on body notion development.