



Inês Cordeiro

Digital Freelancer: Digital Content Creator/ Virtual Assistant/ Copywriter

About me

Passionate about communication, gastronomy fashion, beach, travel, and dance. I consider myself a proactive, responsible, and enthusiastic person in everything I do. As a journalist, I love telling stories and creating content that captures the public's attention. My experience allows me to write articles, scripts and strategic subtitles that increase engagement. In addition to content creation, I also act as a virtual assistant, offering personalized support to help entrepreneurs and brands manage essential daily tasks. From organizing agendas and customer service to social media management and trend research, I take care of the details so you can focus on the growth of your business. If you need someone creative, organized, committed and who presents results, I'm here to help!

PROFESSIONAL EXPERIENCE

- **Upwork** (March 2025 - Present) | - **Digital Freelancer**
UGC Videos, Audio Recording, Virtual Assistant, simple Photography works, Recruitment, copywriter.
- **Portal da Queixa** (May - July 2025, Porto) | **Public Relations & Communication**
Project "Marca Recomendada" By Consumers Trust S.A- Scheduling and preparing interviews, Communication plans for different social media networks, organization of events and contact with suppliers.
- **Globe** (April 2023 - December 2024, Porto) | **Fashion Advisor**
Personalized Sales and Fashion Advice
- **NOVA GENTE Magazine** (January 2022 - January 2023, Lisboa) | **Journalist**
Preparation and execution of interviews, written and television reports for the magazine's website
- **Meia Dúzia** (September 2021 - December 2021, Porto) | **Brand Presenter**
Gourmet product presentation, Partnerships, Trials and tastings
- **Oralklass** (July 2019 - December 2019, Porto) | **Clinical Administration**
Patient reception, Scheduling appointments, billing on various existing health insurance platforms, and receiving payments
- **Chicco** (February 2019 - July 2019, Porto) | **Brand Advisor**
Personalized Sales, Advice on all aspects of childcare and materials
- **Municipality of Valpaços** (April 2011 - 2012, Valpaços) | **Internship**
Press Office, Interviews, Photography, Press Releases, Clipping, Reporting, Event Organization
- **MVM TV** (2007 - 2008, Porto) | **Presenter**
Presenter of the "Blog Diário" show with different themes

CONTACT INFORMATION

Mobile: (+351) 933510566 Email:
inescordeirodias@gmail.com

HARD SKILLS

Monday.com
Adobe In Copy
Adobe Premier 2.0
Microsoft Office

SOFT SKILLS

Communication
Proactivity
Responsibility
Flexibility
Deadline Management and Results
Orientation

LANGUAGES

Portuguese | Native
English | C2
Spanish | C2

EDUCATION

- Bachelor's Degree in Communication Sciences - (2006 - 2008)
UMAIA Journalism & Organizational Communication
- First Year of a Degree in Social Communication - (2005 - 2006) ESEC