



Ana Almeida

Date of birth: 8 Mar 2004 | **Place of birth:** Viseu, Portugal | **Nationality:** Portuguese | **Gender:** Female |

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WORK EXPERIENCE

COMMUNICATION AND IMAGE COORDINATOR – COFFEE WITH THE BOSS – Dec 2023 – Mar 2024 – COIMBRA, PORTUGAL

Learned how to lead a team by organizing regular meetings, setting priorities, assigning tasks, and providing continuous follow-up through ongoing feedback.

Co-developed the communication plan together with the communications team, aligning strategies for social media and content production.

Collected and analyzed internal feedback as a tool to improve team's motivation.

Generated 26.3% of total event registrations through social media, corresponding to **30 participants** who discovered the event via our publications.

DESIGNER – JÚNIOR ENTERPRISE JEKNOWLEDGE – Oct 2024 – Current – COIMBRA, PORTUGAL

Design user flows, wireframes, and prototypes in alignment with requirements defined by project coordination.

Develop effective communication and presentation skills, presenting research findings and design proposals to stakeholders.

Manage project tasks and shared regular progress updates with the team to encourage comprehensive and actionable feedback.

Participate in weekly collaborative meetings, both receiving and providing constructive feedback to support continuous improvement.

Mentor junior interns, collaborating closely with them and sharing design best practices to support their professional development.

UI/UX DESIGN INTERN – LOOPOS SOFTWARE – Aug 2025 – Sep 2025 – COIMBRA, PORTUGAL

Collaborated with Product Owner, Engineers, and Designers to understand feature objectives and translate requirements into effective design solutions.

Conducted competitive analysis research to inform feature development and ensure alignment between product strategy and software capabilities.

Researched and proposed user experience improvements based on Product Owner input, through insights to the creation of **high-fidelity mockups**.

Contributed to the development and refinement of design systems, applying best practices to ensure consistency and professionalism across products.

Received a qualitative performance evaluation of “Exceeded Expectations” for internship project outcomes.

EDUCATION AND TRAINING

SEP 2022 – JUL 2025 Coimbra, Portugal

BACHELOR'S DEGREE IN DESIGN AND MULTIMEDIA Faculty of Science and Technology of the University of Coimbra

Final grade 81% | **Level in EQF** EQF level 6

JUL 2025 – DEC 2025 Remote

MICROSOFT UX DESIGN PROFESSIONAL CERTIFICATE Microsoft

SEP 2025 – JUL 2027 Coimbra, Portugal

MASTER'S DEGREE IN DESIGN AND MULTIMEDIA Faculty of Science and Technology of the University of Coimbra

Level in EQF EQF level 7

COMPETITION

MAY 2025 – MAY 2025

Shift APPens Hackathon

Conceptualized and designed a mobile application that brings together football enthusiasts for informal matches, promoting **physical activity and social interaction**.

Project ranked in the Top 10 among all hackathon submissions.

● LANGUAGE SKILLS

Mother tongue(s): **PORTUGUESE**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

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

● VOLUNTEERING

JUL 2024 – JUL 2024 Remote United Kingdom

Digital Boost

Mentored four small organizations on marketing strategies and design best practices, providing guidance through theoretical and practical examples.

Delivered clear and engaging sessions, ensuring complex concepts were understandable for non-specialist audiences.

Enhanced cross-cultural communication skills by mentoring individuals from diverse cultural and linguistic backgrounds.

Received qualitative positive feedback for one of the four sessions, highlighting the effectiveness of the mentoring approach.

JUL 2024 – CURRENT Viseu

Volunteer at Cáritas Diocesana de Viseu

Assisted in food collection and distribution for local communities.

Supported community outreach initiatives and donation.

● SKILLS

Hard skills

User observation research | Survey analysis | Usability testing | Heuristic evaluation | Design Thinking | Analytical approach | Wireframing | Low-fidelity mockups | High-fidelity mockups | Prototyping | Figma | Miro | FigJam | HTML/CSS | Javascript | git | Accelerated development with AI (Github copilot)

Soft skills

Leadership | Collaboration | Communication | Problem-solving | Creative | Teamwork | Slack | Microsoft Teams | Notion