

INFORMAZIONI PERSONALI	Nancy Andrea Alvernaz de Matos
OCCUPAZIONE PER LA QUALE SI CONCORRE	English language editing of a volume accepted for publication
POSIZIONE RICOPERTA	Freelance Editor Versatile editor, writer, journalist and translator in all aspects of media including public / media relations, with exceptional organisational skills and an excellent eye for detail. Canadian-born freelancer who has lived and worked in China, Belgium and the UK, now based in Portugal
TITOLO DI STUDIO	Diploma in Broadcast Journalism and Media
ESPERIENZA PROFESSIONALE	<hr/> SELF — FREELANCE — HORTA, PORTUGAL EDITOR, WRITER AND TRANSLATOR — 01/01/2011 – CURRENT Writing, editing and translating for the academic, not-for-profit, media and arts sectors <ul style="list-style-type: none">• Editor of research papers published in the BMJ Open medical journal and others regarding food security and policy for the Health Sciences Program at the University of Ottawa, Canada• Editor of dissertations and books published with various international publishers including Brill and Rizzoli• Feature writer for news, culture and copywriting clients including RTP Azores, The Portugal News, The HK HUB, Tempest and Auroras Copywriting, with a focus on arts and travel• Editor, copywriter and translator for Triângulo Magazine covering news of the “Triangle”, consisting of the islands of Faial, Pico and Sao Jorge in the Azores, Portugal MIRATECARTS — HORTA, PORTUGAL EDITOR, WRITER AND TRANSLATOR — 01/01/2011 – CURRENT Content management for arts and culture organisation based in the Azores, Portugal <ul style="list-style-type: none">• Translate news updates and marketing material from Portuguese to English for various festivals and events, including Azores Fringe, the world's most remote fringe festival• Provide translation assistance to international artists and musicians during festivals and events across the Azores and Portugal• Write, edit and upload content for Discover Azores (discoverazores.org), a government of Portugal-sponsored online platform promoting artists of Portuguese descent worldwide• Update and monitor social media pages to promote MiratecArts worldwide BIG LOTTERY FUND — LONDON, UNITED KINGDOM COMMUNICATIONS MANAGER — 01/09/2016 – 01/09/2017 Communications planning for non-profit organisation that provides grants to UK communities <ul style="list-style-type: none">• Supported the delivery of the communications and media planning process by taking an account management and proactive approach• Worked with grant holders and beneficiaries to tell their stories through a wide range of channels by providing support and guidance

- Created and delivered high quality media coverage focused on storytelling
- Wrote and edited press releases and project summaries, and responded to media requests

**NURSING AND MIDWIFERY COUNCIL — LONDON, UNITED KINGDOM
CORPORATE COMMUNICATIONS EDITOR — 01/12/2015 – 01/07/2016**

Editor and writer for UK regulator of the nursing and midwifery professions

- Edited internal and external communications, ensuring all copy adhered to house style and was engaging, informative and appropriate for various audiences
- Wrote and edited content in various formats, including web news stories, CEO blogs, newsletters and press releases aimed at different stakeholders
- Verified terms, sources and URLs, and uploaded content to the NMC website (nmc.org.uk)
- Monitored and updated social media pages that often dealt with sensitive subject matter

**MICROBIOLOGY SOCIETY — LONDON, UNITED KINGDOM
DIGITAL COMMUNICATIONS ASSISTANT — 01/09/2015 – 01/11/2015**

Online editor and content management assistant for largest microbiological society in Europe

- Performed content audit of entire Microbiology Society website (microbiologysociety.org) and sister site Microbiology Online (microbiologyonline.org) due to rebranding
- Edited and re-wrote website sections, PDFs and various materials to reflect rebranding
- Helped build the Society's employee intranet from scratch, including site design, writing and editing content, and uploading images using various CMS
- Supported the wider digital team with the overall site content management

**DREAMS TAKE FLIGHT — VANCOUVER, CANADA
PUBLIC RELATIONS AND COMMUNICATION MANAGER — 01/01/2014
- 01/03/2015**

Media strategy for children's charity sending kids with special needs to Disneyland

- Created engaging content on Facebook and Twitter for Dreams Take Flight's Vancouver chapter to increase the charity's presence, with a focus on fundraising for each year's flight
- Spearheaded social media campaign that raised more than CAD\$100,000
- Wrote news briefs, event updates and created photo galleries for the Dreams Take Flight website (yvr.dreamstakeflight.ca)
- Contacted sponsors for donations, devised fundraising schemes and liaised with media

**INTERNATIONAL DIABETES FEDERATION — BRUSSELS, BELGIUM
PUBLIC RELATIONS AND COMMUNICATIONS MANAGER — 01/01/2010
– 01/01/2011**

Public relations and media support for global NGO focusing on diabetes awareness

- Conceived "Blue Circle Champions" campaign and brought on board high-profile athletes

- with diabetes, including Sir Steve Redgrave and Billie Jean King, to help promote IDF
- Presented videos for, updated and maintained IDF website (idf.org) and social media pages
- Wrote articles for various international media outlets and journals including USA Today and The Lancet
- Wrote news updates, newsletters, press releases, responded to media requests and provided media training for IDF spokespeople

**CHINA DAILY — BEIJING, CHINA
NEWS WRITER AND EDITOR — 01/12/2008 – 01/12/2009**

Editing and content management for chinadaily.com.cn, China's largest English-language portal

- Presented, wrote and reported China Daily's audio and video news to tight deadlines
- Edited and wrote articles and catchy headlines to drive traffic to the website
- Conducted interviews, including with Academy Award-winning director Danny Boyle
- Edited and oversaw China Daily's evening news brief for mobile devices

**CHINA VOICE OVER — BEIJING, CHINA
VOICE-OVER ARTIST — 01/03/2009 – 01/12/2009**

Professional voice-over services for Chinese companies

- Performed voice-over work, edited and re-wrote voice-over scripts for the education sector

**LUSITÂNIA MAGAZINE — VANCOUVER, CANADA
NEWS WRITER — 01/09/2005 – 01/08/2011**

Reporting from Vancouver and abroad for publication about the Portuguese-speaking world

- Wrote and edited news and travel features, and provided original reporting from around the Portuguese-speaking world in English and Portuguese for print and online publication

01/09/2003 – 01/05/2005 Vancouver, Canada

DIPLOMA IN BROADCAST JOURNALISM AND MEDIA

British Columbia Institute of Technology

Field of study: Journalism and reporting, audio-visual techniques and media production, information and communication technologies

Level in EQF EQF level 6

COMPETENZE PERSONALI

Lingua madre

English and Portuguese

Altre lingue

	COMPRESIONE		PARLATO		PRODUZIONE SCRITTA
	Ascolto	Lettura	Interazione	Produzione orale	
French	B1	B1	B1	B1	B1
Sostituire con il nome del certificato di lingua acquisito. Inserire il livello, se conosciuto					
Spanish	B1	B1	B1	B1	B1
Sostituire con il nome del certificato di lingua acquisito. Inserire il livello, se conosciuto					

Livelli: A1/A2: Utente base - B1/B2: Utente intermedio - C1/C2: Utente avanzato
[Quadro Comune Europeo di Riferimento delle Lingue](#)

Dati personali

Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 30 giugno 2003, n. 196 "Codice in materia di protezione dei dati personali".

Il sottoscritto dichiara di essere consapevole che il presente curriculum vitae sarà pubblicato sul sito istituzionale dell'Ateneo, nella Sezione "Amministrazione trasparente", nelle modalità e per la durata prevista dal d.lgs. n. 33/2013, art. 15.

Data 23/11/2025

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