

Curriculum vitae Tatiana Vieira

Personal data

Tatiana Andrade Vieira
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Born on 11th July 1983 in Salvador, Brazil
Dual citizenship - Brazilian and Swiss
Driver's license category B



Short profile

I am passionate leader and communicator. As the Executive Director of the BRASILEA Foundation, I was responsible for the development of projects to promote the intercultural exchange between Brazil and Switzerland. I have many years of experience as a radio journalist and project manager, with focus on topics around diversity and inclusion. Among my most successful projects are exhibitions, radio productions for information and inclusion of specific groups, especially immigrants. I am co-president of the Association "Mitstimme", a platform for the local political participation of immigrants in Switzerland and helped to develop the "Migrants' Session". I led various small and large teams, both staff and volunteers. I am a cheerful and reliable person with a quick mind, a lot of initiative and strong communication skills.

Work experience

11/2020 – 07/2023	Executive Director of the <u>BRASILEA Foundation</u>, Basel <ul style="list-style-type: none">- Reorganization and development of new operational strategies and plans- Leader of a team of 10 employees- Organization and management of fundraising efforts- Development of a program for the intercultural exchange Brazil - Switzerland- Curation and organization of art exhibitions and other cultural activities (for instance, the exhibition "<u>Between Two Homelands</u>" in 2021)- Communication of all activities to a broad audience- Regular exchange with the Foundation Board, responsible for the strategic framework
06/2020 – 08/2020	Consultancy for <u>SWI swissinfo.ch</u> - SRG SSR Swiss Broadcasting Corporation, Bern Analysis of media programs for people with a migration background
08/2012 – 10/2019	Head of the language and entertainment shows, Deputy Director at <u>Radio X</u>, Basel <ul style="list-style-type: none">- Writing, production and coordination of several radio formats- Management of projects in the fields of information/antidiscrimination/inclusion- Fundraising- Coordination of trainings for all volunteers- Contact person for media, government and audience- Moderation of several live and recorded radio shows/events
08/2011 – 06/2012	Director's assistant at <u>Kultur- und Begegnungszentrum UNION</u>, Basel <ul style="list-style-type: none">- Event management
09/2008 – 09/2014	Receptionist and Portuguese teacher at <u>academia Group</u>, Basel
02/2003 – 02/2010	Several part-time jobs during studies (i.e. language teaching (Portuguese, English and German))

Other activities

06/2020 – 11/2022	Podcast Producer - Incognito
Since 2015	Co-president and project manager at the <u>Association Mitstimme</u> - "Migrants' Session 2018 and 2019
08/2012 – 05/2017	Interpreter and translator (Portuguese, English and German) at the criminal court and at the public prosecution (Strafgericht und Staatsanwaltschaft Basel-Stadt)
Since 2012	Hostess and Presenter (i.e. <u>Migrants' Session</u> (2018, 2019, 2022))
04/2016 – 04/2017	Collaboration on the reorganization of the <u>Basel-Africa City Tour</u>
2008 – 2019	Writer, editor and presenter at <u>Beleza</u> , Portuguese-language show on Radio X

Studies

09/2010 – 07/2014	Master of Arts in "Language and Communication" at the University of Basel Final grade: 6.0 (summa cum laude)
10/2006 – 07/2010	Bachelor of Arts in Media Studies and German Philology - University of Basel
01/2001 – 01/2006	Bachelor of Arts in English (HF) and Romance (NF) (Portuguese language and literature) at Universidade Federal da Bahia in Salvador
01/1988 – 12/2000	School education in Salvador, Brazil (equivalence in Switzerland: 5.0)

Further trainings

09/2019 – 01/2021	CAS Diversity and Gender Competence at the University of Applied Sciences Northwestern Switzerland (FHNW), Olten and Basel
10/2016 – 12/2016	Apprentice Training (<u>Handelsschule KV Basel-Stadt</u>)
08/2008 – 08/2009	Radio journalism at the <u>klipp+klang radio school</u> , Zurich

Special skills and knowledge

Management	Operations & Staff management Strategic & Business Planning Budgeting, Bookkeeping, Fundraising Relationship Building & Management
Radio production	Wav-Lab and Digimedia
Video production	Movavi
Social Media	facebook, LinkedIn, Twitter, Instagram - Management of several social media accounts
Bookkeeping	Bexio Bookkeeping Software
Research	Atlas.ti (Qualitative Data Analysis)
Computer Literacy	Microsoft Office Applications, WordPress (Content Manager), InDesign, Adobe Creative Cloud, Google Workspace
Languages	Portuguese Mother tongue German Business level of fluency, language of instruction at the University of Basel English Business level of fluency, language of instruction at Univ. Federal da Bahia Spanish Excellent command French Good knowledge