



Europass-Curriculum Vitae

Personal Information

First name(s) / Surname(s) **Maria da Graça Fernandes Barradas**
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Work experience

Dates	Since 2016
Occupation or position held	Information Management Assistant
Main activities and responsibilities	Administration and maintenance of the documentation management system. Indexing and archiving electronic and paper documents. Update manuals and guidelines. Provide training and helpdesk to the users.
Name and address of employer	EIF / European Investment Bank (Luxembourg) www.eif.org
Type of business or sector	European financial organisation
Dates	2016
Occupation or position held	Researcher / Archivist
Main activities and responsibilities	Research and classification of intermediate and historical archives of PSP (Public Security Police) with the aim to organise and appraisal the archive. Reserach about the institution.
Name and address of employer	FCSH - UNL / PSP www.fcsh.unl.pt
Type of business or sector	Public University
Dates	2015
Occupation or position held	Trainee - Document Management
Main activities and responsibilities	Gather information from various sources about records management systems applied in private business, state and international organizations. Preparation of background information, such as information notes for the visits to PEC. Report on the Council archives and records management.
Name and address of employer	Council of the European Union http://www.consilium.europa.eu
Type of business or sector	European Institution
Dates	2014 - 2015
Occupation or position held	Audiovisual Archivis
Main activities and responsibilities	Collaboration in a project to organise, digitize and disseminate the photographic archive of the PSD party. Management of the database AtoM, selecting and cataloguing photos, description of archival authorities (ISAAR-CPF standard), organisation of the physical archive
Name and address of employer	PSD - Partido Social Democrata (Democratic Party) http://fotos.psd.pt/atom/index.php/psd-partido-social-democrata-2
Type of business or sector	Political party

Dates	2013 - 2015
Occupation or position held	Researcher / Archivist
Main activities and responsibilities	Project "Photography, Modern Architecture and the «Escola do Porto»: Interpretations on the Teófilo Rego Archive". Definition of the parameters to digitise and describe the archive's photos to the web site; Organisation and preservation of the archive; Support the project management, including editing publications
Name and address of employer	Centro de Estudos Arnaldo Araújo – Escola Superior Artística do Porto. www.ceaa.pt
Type of business or sector	Private University
Dates	2013
Occupation or position held	Archivist
Main activities and responsibilities	Fellowship Formart: Project of digitisation of a photographic collection (1950's) of Spanish heritage; Review and disclosure of files containing personal data of the Ministry of Information and Tourism, in the dictatorship period
Name and address of employer	Archivo General de la Administración (Alcalá de Henares, Spain) http://www.mcu.es/archivos/MC/AGA/
Type of business or sector	Public administrative archive – Ministry of Culture
Dates	2010 - 2013
Occupation or position held	Researcher / Archivist
Main activities and responsibilities	Research, arrangement and description of the Cartographic Committee archive in the project "Half a century of colonial science: crossing views on the archive and the scientific activity of the <i>Comissão de Cartografia</i> (1883-1936)"
Name and address of employer	Arquivo Histórico Ultramarino / IICT (Lisbon). http://www2.iict.pt/?idc=100
Type of business or sector	Scientific institution which develops research in tropical areas, promoting science and heritage
Dates	2009 - 2010
Occupation or position held	Researcher / Archivist
Main activities and responsibilities	Arrangement and catalogation of the documentation produced in the 1st Portuguese Republic; Transcription of republican texts; and research for the exhibition "Corpo – Estado, Medicina e Sociedade no tempo da I República" (Lisbon)
Name and address of employer	CNCCR (Lisbon). http://centenariorepublica.pt/
Type of business or sector	Committee for the Portuguese republic centenary
Dates	2005 - 2008
Occupation or position held	Archivist
Main activities and responsibilities	Reorganise and catalogue the documentation centre and technical archival in the enterprise ANA Airports, S.A.; various projects in archive and documentation field in the Ministry of Finance, such as appraisal of archival fonds, description, storage and creation of databases
Name and address of employer	Clickdoc (Lisbon). http://www.clickdoc.pt/pt/
Type of business or sector	Informatics and records management
Dates	2006 - 2007
Occupation or position held	Archivist

Main activities and responsibilities	Arrangement, selection and definition of the parameters to digitisation and description of technical documentation of CP and Refer, related to railways information.
Name and address of employer	National Railway Museum Foundation (Lisbon). http://www.fmnf.pt/
Type of business or sector	Foundation that preserves and promotes the historic heritage of the Portuguese railways
Dates	1999 - 2003
Occupation or position held	Occupation in heritage and history of art
Main activities and responsibilities	Traineeship as researcher in a project about the representations in the architecture of Monastery of Jerónimos. Identification and study of its historic heritage; Research to the catalogue of the artist Amadeo de Souza-Cardoso (C. Gulbenkian Foundation); Create and promote cultural activities, such as guided visits to National Pantheon and Lisbon Cathedral; ateliers to young students; Inventory of monument's library
Name and address of employer	Monastery of Jerónimos (Lisbon); Calouste Gulbenkian Foundation; National Panthéon
Type of business or sector	National Monument; Foundation
Education and training	
Dates	Since 2016
Title of qualification awarded	Ongoing PhD degree in the information and documentation studies
Name and type of organization	Facultad de Ciencias de la Documentación de la Universidad Complutense de Madrid, Spain
Dates	2011
Title of qualification awarded	Archives training with a Grant from Ministry of Culture (Spain) XXI Escuela de Archivos para Iberoamérica
Name and type of organization	Archivo General de la Administración – Ministry of Culture, Madrid, Spain
Dates	2004 - 2006 (Post graduation) and 2009 (Master)
Title of qualification awarded	Master in information and documentation studies – Archives
Principal subjects/occupational skills covered	Records management; arrangement, description and indexing information; appraisal and selection; paleography; organization and catalogation of photographic archives; preservation; Traineeship in description and appraisal of documentation in the National Archives. Thesis about appraisal in a practical case.
Name and type of organization	Faculdade de Ciências Sociais e Humanas - Universidade Nova de Lisboa
Dates	1996 – 2000
Title of qualification awarded	Graduate in History of Art
Principal subjects/occupational skills covered	Research in History of art; Antiquity, medieval, modern and contemporary art; Plastic arts technicians; Museology and heritage
Name and type of organization	Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa
Personal skills and competences	
Mother tongue	Portuguese

Other language(s) **English** – Understanding, speaking and writing
Spanish – Understanding, speaking and writing
French – Basic level

Certificate(s)

Title of certificate(s)	Awarding body	Date	European level
FCE	International House, Portugal	2015	B2
ESOL – WEA	University College of Chichester, UK	2004	ESOL – WEA
Spanish – medium level	Instituto Espanhol de Linguas, Portugal	2012	B2

Social skills and competences Organisation skills; good team worker; good communication skills, **flexible, used to work in multiple nationality and ethnic environment.**

Computer skills and competences Knowledge of production of web contents – FCSH da Universidade Nova de Lisboa (2011)
 Good knowledge of Windows,
 Office and Internet and some databases, like AtoM

Collaboration:

Researcher in the group “Economics, society, heritage and innovation” and “Memories of the Great War 1914-1918” – Contemporary History Institute / FCSH - Universidade Nova de Lisboa.

Presentations in conferences

2015

- *Os serviços de saúde da Expedição Militar a Angola e Moçambique. Registos médicos em tempo de guerra.* Tropical Medicine and Global Health..., FCT-UNLisboa, 14-16 October
- *La I Guerra Mundial como productora de Archivos. las expediciones militares portuguesas a Angola y Mozambique.* XXIV FADOC Univ Complutense Madrid, 8-10 April
- *The dissemination of photographic archives using AtoM. The exemplo of architectural photography.* Colloquium Encounters with Photography, FLUP. Porto, 15=16 April
- BARRADAS, Graça; FORJAZ, Maria; BATISTA, Paulo. *A experiencia de utilização do AtoM no Arquivo da Social-Democracia.* AtoM Work in Progress - RAALG, by invitation, 14 March
- BATISTA, Paulo; BARRADAS, Graça. “O Arquivo Fotográfico Digital do Partido Social Democrata: implementação e desenvolvimento”. in *Arquivos e Património da Sociedade Civil. Resgatar a memória da acção colectiva em Portugal*, IHC-FCSH/UNL, 16-17 January

2014

- *O fundo fotográfico Teófilo Rego. Da preservação ao acesso online.* I Jornadas FAMEP. Fotografia e Arquivo. CEAA-ESAP, 10 October.
- BARRADAS, Graça; GRAÇA, Miguel Silva. *The Recovery of commercial photographic archives through the construction of online databases: The Teofilo Rego archive as a case study.* The International Conference on The Image, 27-29 October.
- *Justiça Militar durante a Grande Guerra: autos de corpo de delito da Expedição Militar a Moçambique.* The Great War in Africa Conference, FCSH-UNL, 14-15 July.

2013

- *Rediscovering the Archive of the Portuguese Military Expedition to Mozambique: New Sources to the History of the Great War in East Africa.* *The Great War in East Africa*, National Archives, Londres, 8-9 November.
- *A construção de arquivos digitais pautada pela investigação – o Arquivo Teófilo Rego e a fotografia de arquitectura.* *II Encontro de Arquivos Contemporâneos*, IHC/FCSH – Universidade Nova de Lisboa, 22-23 October.
- ROQUE, Ana Cristina; CANAS, Ana; BARRADAS, Graça; AMADO, Isabel. *Arquivos da expedição militar a Moçambique (1914-1918): contributos para a história da Medicina Tropical.* 2º Congresso Nacional de Medicina Tropical. Instituto de Higiene e Medicina Tropical, Lisboa, 20-23 April.

Publications	<p>2012</p> <ul style="list-style-type: none"> • <i>A recuperação da informação nos Arquivos Históricos – descrição dos arquivos das Expedições Militares a Angola e Moçambique na I Guerra Mundial</i>. I Encontro de Arquivos Contemporâneos, IHC/FCSH – Universidade Nova de Lisboa, 25-26 October. • <i>Os Arquivos das Expedições Militares a Angola e Moçambique na I Guerra Mundial: desafios e perspectivas</i>. Conferência no Arquivo Histórico Ultramarino / IICT – MNE, by invitation, Lisboa, 28 November. <p>- A Difusão De Arquivos Fotográficos através do AtoM (Access to Memory) O exemplo da fotografia de arquitetura. In <i>Revelar</i>. Revista de Estudos de Fotografia e Imagem. Porto: FLUP, N°1, 2016. http://ojs.letras.up.pt/index.php/RL/issue/view/120</p> <p>- "La I Guerra Mundial como productora de archivos. Las expediciones militares portuguesas a Angola y Mozambique". In <i>XXIV Jornadas FADOC - Los conflictos bélicos como productores y destructores del patrimonio documental, FCD de la Universidad Complutense de Madrid, 2016</i>. ISBN: 978-84-608-6480-6</p> <p>"O fundo fotográfico Teófilo Rego. Da preservação ao acesso online". In <i>Fotografia e Arquivo</i>. (Graça Barradas, Inês Azevedo e Joana Mateus Ed.), Edições Caseiras, Porto: CEAA-ESAP, 2015. ISBN 978-972-8784-67-6</p> <p>- BARRADAS, Graça; GRAÇA, Miguel Silva. "The Recovery of commercial photographic archives through the construction of online databases: The Teófilo Rego archive as a case study". In <i>The International Journal of The Image</i>, volume 5, issue 2. Illinois (USA): Common Ground Publishing LLC, 2014. ISSN 2154-8560. pp. 15-23</p> <p>- "Arquivos" in <i>Dicionário Portugal e a Grande Guerra</i>. FCSH/UNL (advanced draft)</p>
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