



PERSONAL INFORMATION

Name **MARIA FERNANDA DE ALMEIDA PINHEIRO**

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Drivers License: C-426192 1 (Passenger car)

PROFESSIONAL EXPERIENCE

- Date (from – until) *January 2023 up to current date*
- Employer's name and address *President of the Portuguese Bar Association*
- Main activities and responsibilities
 - a) Representing the Bar Association in and out of court, particularly before the sovereign bodies;
 - b) Representing the institutes integrated into the Bar Association;
 - c) Directing the services of the Bar Association on a national scope;
 - d) Ensuring compliance with legislation related to the Bar Association and its regulations, overseeing the fulfillment of its duties;
 - e) Executing the resolutions of the general assembly, the higher council, and the general council, following up on the recommendations of the congress and adopting the norm in question or carrying out the corresponding act approved in a referendum if within their competence;
 - f) Promoting the collection of revenues for the Bar Association, authorizing budgetary expenses, and initiating the opening of extraordinary credits when necessary;
 - g) Annually presenting to the general council the budget and activity plan projects for the following civil year, the accounts of the previous civil year, and the respective report;
 - h) Initiating, on their own initiative or upon request from the Bar Association councils, the necessary acts for the representation of lawyers or for the Bar Association to become a party in legal proceedings, as provided for in Article 5(2) of the EOA;
 - i) Assigning any Bar Association body or its members the preparation of opinions on any matters relevant to the Bar Association's duties;
 - j) Chairing the editorial committee of the Bar Association's magazine or appointing a lawyer of recognized competence for such functions;
 - k) Attending, if desired, the meetings of all collegial bodies of the Bar Association, only having the right to vote in congress, general assembly, and general council meetings, as well as in joint meetings with the higher council;
 - l) Using the casting vote in case of a tie in all collegial bodies they preside over;
 - m) Resolving conflicts of jurisdiction between regional councils and delegations that do not belong to the same region;
 - n) Deciding on appeals from decisions regarding the waiver of professional confidentiality;
 - o) Deciding on appeals from decisions regarding recusals and waivers of legal aid;
 - p) Appealing to the higher council against resolutions of all Bar Association bodies, including the general council, that they consider contrary to the law and regulations or against the interests of the Bar Association or its members;
 - q) Exercising, in urgent cases, the powers of the general council;
 - r) Exercising other functions conferred by law and regulations.

- Dates (from – until) *august 2002 until january 2023*
- Employer's name and address Lawyer
- Main activities and responsibilities Worked as a corporate lawyer from August 2002 to March 2007;
In June 2008, transitioned to solo practice in law, overseeing the day-to-day management of approximately 1300 executive proceedings, filing lawsuits, drafting responses, and submitting various requests in judicial processes;
Managed diverse judicial proceedings in the areas of Criminal Law, Labor Law, Family and Minors Law, and various Civil Actions;
Since January 2010, registered with the Legal Aid and Access to Courts System (SADT) in the Lisbon District, providing services as a Public Defender/Official Attorney in Criminal Law, Labor Law, Family and Minors Law, and various Civil Actions.

Vice-President of APAPI-ADV – Portuguese Association of Individual Practice Lawyers since May 2020.

Vice-President of IAPI – Institute of Individual Practice Lawyers of the **PORTUGUESE BAR ASSOCIATION** from October 2014 to December 2016.

Member of IAD – Institute of Access to Law of the **PORTUGUESE BAR ASSOCIATION** from June 2011 to May 2012.

- Dates (from – until) *june 2008 up to current date*
- Employer's name and address Certified Trainer
- Main activities and responsibilities Primarily in the field of human resources, with a special focus on administrative practices in human resources, payroll processing, labor legislation, professional training, absenteeism, Single Report, Social Security Contributory Code, and Workplace Accidents (see attached document).

- Dates (from – until) *december 2001 until march 2007*
- Employer's name and address *DATACOMP – SISTEMAS DE INFORMÁTICA, S.A.*
- Type of company or sector *Consulting and Implementation of Technological Solutions*
- Position or role Held *Human Resources Director*
- Main activities and responsibilities Responsible for creating and organizing the Human Resources Department of the Group's companies (which later evolved into a Directorate), where I coordinated salary processing, ensured compliance with tax obligations, and was in charge of managing the Group's fleet (negotiation, acquisition, and contract management). I also handled mobile phone management (negotiation of tariffs, equipment acquisition, and consumption management), internal regulations of the Group, labor contracts, management of employment contracts, negotiation of fringe benefits (health insurance, management of fuel consumption, tolls, car maintenance), negotiation of occupational health services, hiring and negotiation of HR-related insurance, analysis of partnership contracts, and liaison with legal counsel in preparing and assisting with legal proceedings for the companies.

- Dates (from – until) *october 1996 until december 2001*
- Employer's name and address *ALTITUDE SOFTWARE*
- Type of company or sector *Information Technology (IT)*
- Position or role Held *Human Resources Technician*
- Main activities and responsibilities Responsible for the Legal Services at Altitude Software, where I analyzed partnership contracts (both domestic and with foreign partners), non-disclosure agreements (NDAs) - non-compete clauses (both domestic and with foreign partners). I was in charge of acquiring and organizing the documentation that led to the preparation of the company's IPO on the Amsterdam Stock Exchange, including conducting Due Diligence.
As a Human Resources Technician, I was responsible for creating and organizing the human resources department of Altitude Software Group companies in Portugal (at that time,

comprising 4 companies). Among other tasks, I handled payroll processing, ensured compliance with tax obligations, managed employee vacations and absenteeism, organized and maintained personnel records, and managed employment contracts.

- *Dates (from – until)* march 1995 until october 1996
 - *Employer's name and adress* FIPAR SGPS
 - *Type of company or sector* SGPS
 - *Position or role Held* Executive Secretary
 - *Main activities and responsibilities* Planning, among other tasks, the agenda of the Financial Controller of Fipar-SGPS Group, SA, scheduling trips, managing correspondence, creating various documents, and handling phone calls.
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- *Dates (from – until)* november 1989 until march 1995
 - *Employer's name and adress* MUNDINTER, SA
 - *Type of company or sector* Hospital and Veterinary Sector
 - *Position or role Held* Secretary of Administration
 - *Main activities and responsibilities* Among other tasks, I was responsible for managing the daily schedule of the President of the Board of Directors, organizing travel arrangements, receiving and distributing company-wide correspondence, handling the preparation of all foreign correspondence for the firm (postal, fax, and telex), creating various documents, answering phone calls, and scheduling meetings.
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- *Dates (from – until)* june 1988 until march 1989
 - *Employer's name and adress* Estalagem do Convento
 - *Type of company or sector* Hotel Sector
 - *Position or role Held* Telephone Operator/Receptionist
 - *Main activities and responsibilities* Among other tasks, I was responsible for receiving accommodation reservations from individuals or travel agencies, restaurant reservations, closing customer accounts, and handling telephone inquiries.

ACADEMIC AND PROFESSIONAL BACKGROUND

1994 - 1999

BACHELOR'S DEGREE IN LAW

Universidade Autónoma de Lisboa (UAL)

Advocacy Internship - Lisbon District Council of the Bar Association - 1999-2002

PROFESSIONAL TRAINING

Online Short Course "The Exercise and Regulation of Parental Responsibilities"-

Portuguese Association of Women Jurists (APMJ) – 12.5 hours

Beneficial Owner - Lisbon Regional Council of the Bar Association – 8 hours (2019)

Data Protection Officer - Lisbon Regional Council of the Bar Association – 2019

Initial Pedagogical Training of Trainers - Red Apple – Continuous Training and Higher Studies, Lda., 2018; Certificate of Pedagogical Competences (CCP) No. F675508/2019 – 90 hours

Recent Legislative Changes in Insolvency and Business Recovery Matters - Lisbon Regional Council of the Bar Association – 8 hours (2018)

General Data Protection Regulation (GDPR) - Lisbon Regional Council of the Bar Association – 8 hours (2018)

Child Hearing - Lisbon Regional Council of the Bar Association – 8 hours (2018)

Family Law Conference - Lisbon Regional Council of the Bar Association and Center for Judicial Studies – 16 hours (2018)

Criminal Procedure and Appeals to the Constitutional Court - Lisbon Regional Council of the Bar Association – 2017

Collection of Condominium Fees - Vida Económica – 8 hours (2017)

Workplace Harassment and Recent Changes in Labor Law - Lisbon Regional Council of the Bar Association – 2 hours (2017)

Work Accidents - Loures Delegation of the Portuguese Bar Association – 4 hours (2017)

Offenses: Substantive and Procedural Aspects of General, Administrative, Fiscal, and Road Regimes - UNIFOJ – 8 hours (2016)

Urban Lease Law - Lisbon Regional Council of the Bar Association – 8 hours (2016)

Notarial Acts of Lawyers - Institute of Lawyers in Individual Practice (IAP) – 2 hours (2016)

PEPEX – Pre-Executive Extra-Judicial Process - Loures Delegation of the Portuguese Bar Association – 2 hours (2014)

Human Resources Audit - VANTAGEM + – 30 hours (2008)

Managing Chaos – Defining Priorities and Deciding Under Pressure - VANTAGEM + – 12 hours (2008)

Leading and Managing with Emotional Intelligence - VANTAGEM + – 12 hours (2008)

Labor Legislation Update - R.H.I – 7 hours (1997)

Microinformatics in Management Support in DOS Environment - FUNDETEC – April 20 to May 14, 1992 – 1997

Secretaries and Executive Assistants - Eduardo Santos, Lda. – 1 year (1987)

NATIVE LANGUAGE

OTHER LANGUAGES

- *Written Comprehension:*
- *Written Expression:*
- *Oral Expression:*

PORTUGUESE

ENGLISH

FLUENT
 FLUENT
 FLUENT

ORGANIZATION SKILLS AND COMPETENCIES

- Organization of the following Conferences:

Seminar Practical Aspects of Asylum Law – October 2015 <https://portal.oa.pt/or-dem/comissoes-e-institutos/trienios-anteriores/instituto-dos-advogados-em-pratica-individual/trienio-2014-2016/noticias-e-actividades/seminario-aspertos-praticos-da-lei-do-asilo/>

“Conference: Examinations and Expertise - (De)constructing Concepts, February 2016”
<https://portal.oa.pt/comunicacao/noticias/2016/02/03/conferencia-exames-e-pericias-des-construir-conceitos/>

“Human Trafficking - Prevention, Protection, and Punishment, March 2016”
<https://portal.oa.pt/comunicacao/noticias/2016/03/14/trafico-de-seres-humanos-prevencao-proteccao-e-punicao/>

TECHNICAL SKILLS AND COMPETENCIES	Knowledge and proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint, and Outlook), as well as ACT applications and Navision management software.
PUBLICATIONS	<p>"What's the Color of Passion?", Collection 'The Souls of Poetry' - Publisher Todas as Letras, 2016</p> <p>"CPAS – A Pension Fund for Lawyers and Solicitors?" in "Justiça com A (Oct 2018) - Online Magazine on Justice, Law, Opinion" 28th Edition www.justicacoma.com ;</p> <p>"And the right of the victim to be assisted by a lawyer as well?" in "Justiça com A" (Jun 2019) Online Magazine on Justice, Law, Opinion" 32nd Edition - www.justicacoma.com;</p> <p>"Do the payments also go on vacation?" in "Justiça com A" (Aug 2019) Online Magazine on Justice, Law, Opinion" 33rd Edition - www.justicacoma.com</p> <p>"And this justice? Is it a justice for the 'Elderly?'" in "Justiça com A" - Online Magazine on Justice, Law, Opinion" (Oct 2020) 40th Edition - www.justicacoma.com</p> <p>"We need men who appreciate and respect women." "Capazes" platform, 14/12/2017 https://www.capazes.pt/cronicas/precisamos-homens-gostem-mulheres-das-mulheres/</p> <p>"Education and Gender Issues in the Transition to the New Year" "Capazes" platform, 31/12/2017 https://www.capazes.pt/cronicas/educacao-as-questoes-genero-na-passagem-novo-ano/</p> <p>"The Right Not to Be Harassed", "Capazes" platform, 21/12/2018 https://www.capazes.pt/cronicas/direito-nao-importunada/</p> <p>"REGINA QUINTANILHA The first Portuguese Female Lawyer, The first Portuguese Female Registrar, The first Portuguese Female Notary", August 2023, "a Revista, Supremo Tribunal de Justiça", Número Especial 2023, https://portal.oa.pt/media/141254/regina-quintanilha-artigo-revista-especial-stj.pdf</p>