

# ADRIELE PINTO TEODORO DE LIMA

**FULL STACK SOFTWARE DEVELOPMENT STUDENT**

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## OBJECTIVE

Highly motivated individual with strong attention to details, customer service experience and self-motivated with a solid familiarity in Microsoft office and currently learning coding with Code institute. Looking for a challenging role in a reputable organization to grow my new abilities with software development. I love new challenges and I hope to learn even more with seniors in the area.



## EDUCATION

### FULL STACK DIPLOMA IN SOFTWARE DEVELOPMENT | CODE INSTITUTE

01-12-2022 – PRESENT

Currently studying this one-year course with Code Institute and thoroughly enjoying the challenge so far. Languages and tools include: HTML5, CSS3, JS, JQUERY, BOOTSTRAP, ANGULAR, PYTHON 3, GITHUB, MYSQL, AGILE DEVELOPMENT, DJANGO. While completing this course I will get the opportunity to grow my portfolio with mini projects as well as Five Milestone Projects all of which will be available on GitHub. Really loving the challenge of this Course and already looking forward to expanding my knowledge further upon completion.



## SKILLS

- Adept in Technology
- Attention to detail
- Customer service skills
- Equipment handling
- Self-motivation
- Detail oriented
- Strong problem solver
- Advanced MS Office
- Ability to learn quickly
- Multiple Task



## EXPERIENCE

### **Logistics Administrator | Harvey Norman**

FEB 2022 – PRESENT

- Liaise with regional stores and customers to optimize the scheduling of deliveries.
- Manage the overseas transfer of stock movements between warehouse locations (12 warehouses/ 15 stores in Ireland/ 2 stores and 1 Warehouse in North Ireland).
- Co-ordinate all internal stock movements between warehouses and stores (Branch transfer and stock movements).
- Optimize route planning to ensure quality and efficiency.
- Problem solving – helping to resolve customer and store issues.
- Liaise directly customers on order fulfilment; manage relationship and solves problems as needed.
- Input, monitor and run reports on the planning system.
- Co-ordinate all internal stock movements between warehouses and stores.
- Oversee transfer of stock movements between warehouse locations.
- Continuous review and process improvement solutions for supply chain.

### **Assistant Manager | Wrights of Marino**

JAN 2019 – FEB 2022

- Oversaw daily operations of store, including inventory and supply restocking, cash handling and assisting customers.
- Addressed customer issues to ensure quick and successful resolution. Reduced process lags, efficiently training staff on best practices and protocols while coordinating scheduling for optimal productivity.
- Maintained store appearance, including rack and shelving organization, store lay out and planogram planning.
- Conducted trend analysis to identify upcoming and seasonal trends and anticipate customer demands.
- Proactively identified and solved complex strategy problems that impacted sales management and business direction.
- Liaised with suppliers to secure adequate stock in line with product demand, ensuring special orders were accounted for.
- Ensured all incoming and outgoing products met quality standards to safeguard customer health and safety.

### **Administrative Assistant | Kroton Educational - Brazil**

DEZ 2015 – MAR 2018

- Provided logistical support for delivering certificates for all colleges.
- Compliance of student's information in the system
- Increased efficiency in the system for tracking all the certificates. Prevented scheduling errors by demonstrating strong attention to detail while managing daily calendar and creating weekly or monthly reports and presentations.

- Created databases and spreadsheets to improve logistics management and reporting accuracy.
- Used in-house tracking system to schedule shipments of goods to customers.
- Provided customers with status updates for tracked packages.
- Reported emergencies, weather delays and carrier schedule changes to customers and supervisors.

### **Administrative Assistant | Hipack LTD - Brazil**

FEB 2014 – JUL 2015

- Prepared orders by processing requests, pulled materials from warehouse, packed boxes and prepared shipments.
- Inspected products before shipment and upon arrival to maintain best-in-class service quality and high standards of customer service.
- Recorded daily progress using SAP ERP and examined data to identify and rectify problems in productivity.
- Pulled orders quickly to maintain demanding productivity goals.
- Took on extra hours and shifts during busy periods to meet tight shipping deadlines.
- Moved boxes and organized aisles to open up floor space and enable forklift operators to move freely through warehouse.
- Quickly created and checked shipment labels for products packages using SAP ERP.

### **Administrative Assistant | K.R. Administrator and Juridic products LTD - Brazil**

JAN 2013 – OCT 2013

- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Managed office inventory and ordered new supplies when items were running low.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Provided exceptional service to customers requiring assistance such as account questions.
- Prepared invoices on bi-weekly basis, effectively sending out bills for customers monthly.
- Answered phone promptly and directed incoming calls to correct offices.
- Responded to inquiries from callers seeking information.
- Received and routed business correspondence to correct departments and staff members.

### **Trainee – Administrative Assistant | Elektro/Iberdrola - Brazil**

JAL 2010 – MAY 2012

- Sorted and organized files, spreadsheets, and reports.
- Answered incoming telephone calls, took down messages and provided information.
- Completed research, compiled data, updated spreadsheets and produced timely reports.
- Gained operational knowledge and supported departmental needs.
- Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
- Restocked office supplies and retrieved files for staff.