

RICARDO OLIVEIRA

Developer

ricardocdois@gmail.com

<https://github.com/CDOIS>

English - Portuguese

3095 Olivet St Apt 22, Halifax, NS, B3L 3Z8

+1 (902) 483-9504

<https://www.linkedin.com/in/roliveira0407/>

Summary

With my 14 years of work experience in a law-related office and 15 years of experience within a non-profit, I am eager to show my value in this amazing country, by reaching out and demonstrating my grit for the work.

I am ready to utilize all my keenness and adaptation skills to learn the designated role, working with the team, acquiring the knowledge from my co-workers, swiftly reaching the business rhythm, and implementing solutions for the presented situations.

I self identify as continuously seeking professional development together with the employer, achieving success for both, working with discipline and integrity, looking for improvement in all the possible aspects.

Education

IT Programming

Nova Scotia Community College 2019 – 2021

Technology Campus – Halifax, NS CA

Skills

- **Logic and Programming:** Java; Python; C; C++; Java; IDE Adaptability.
- **Databases Design and ETL:** T-SQL; SQL; MariaDB.
- **Windows & Administrative Tools:** Installation, Office Suite, registry; Network, sharing and device management; PowerShell; Windows Server 2016 (AD DC).
- **Network and Security:** Cable management; Network Protocols – Subnetting; Network design.
- **Website Development:** HTML5; CSS, JS, Responsive Design.
- **System Analysis and Design.**

PROFESSIONAL EXPERIENCE

Sworn Clerk at Title and Document Registration Service and Civil Registration of Legal Entities, Maringá, PR, Brazil - Sep/2005 – Aug/2019.

- Admitted as a front desk clerk, providing customer service, receiving official documents, explaining specific procedures, billing and payment processing. Promoted by recognized good practice.
- Legal analysis and writing regulatory procedures and policies to systematize the service, granting legal security to it.
- Implementing procedures to treat information, that resulted in the reduction of the time to analyse and register of bylaws and contracts to start up new businesses or non-profit corporations/organizations.
- Designed, implemented and provided support for the new computers and network, for the office, achieving stability and data security.
- AD DC Setup, Group/User Policy implementation.

Volunteer

- Volunteer – **Light the Night Walk, LLS Canada** – Halifax, NS–Oct/2019.
Working with a team, distributed food and snacks to 3.000 participants of the event, implemented a waiter system, to achieve the best distribution and service.
- Volunteer - **Feed Nova Scotia** – Halifax, NS – Nov/2019.
As a Warehouse Assistant, sorting food categories, weighing and palletizing it, following safety standards.
- President, NGO **Anime Inqá**, Maringá, PR, Brazil – Nov/2004 - Aug/2019.
Joined as a volunteer, left as the president of the non-profit that have the goal and is responsible for distributing culture, started at the first event with 300 visitors, and in the last one, leading a team of 70 volunteers, alongside with my board of 4 VPs, after implementing my ideas as the President, we achieved over 10.000 people attending.