Cher Oliboni Luza

(+55) 48 9 9607-5636 | cherluza@gmail.com
Santa Catarina, Brazil

Resume

I'm starting my career in the Front-end development area, looking to acquire and improve skills.
In May 2023 I started a course in Brazil, called Elas na tech, aimed at teaching technology to women. In this course I had the opportunity to develop projects and gain experience in HTML, CSS and JavaScript, as well as in the version control system (Git). I have a Web Development course on the IBM Skills Build Platform. And I also have basic knowledge of Bootstrap, React.js, Sass and Responsive design.

Experience

Archive Assistant
2021-2022
2nd Real Estate Registry Office of Florianópolis – Florianópolis/Brazil
  • Document Management, Scanning, Document Archiving.
  • Internal user service.
  • Member of the Special Commission of the General Data Protection Law – LGPD (GDPR)

Archive organizer
2020-2021
Microbhras – Florianópolis/Brazil
  • Hygiene, Organization, Digitization of documents.
  • User search support.
  • Document indexing.

Scholarship in Archivology
2017-2018
Archive Division of the Dean of Development and People Management, Federal University of Santa Catarina, Brazil
  • Receipt, Archiving of documents.
  • Document Mass Organization (Conference and Sorting).
  • Preparation and hygiene of Functional Folders for scanning.
  • Scanning Functional Folders.
  • Document indexing.

Education

2016-2021
Bachelor's Degree in Archivology, Federal University of Santa Catarina – Florianópolis, Brazil
With Completion Work focused on the Archival Description of the Subfund of the Faculty of Pharmacy and Biochemistry.

2020
Course "Management of Digital Archival Documents: From theory to practice", Association of Archivists of the State of Santa Catarina, Brazil

---

Publications

Publication of an article in the Scientific Journal "Standardization and Archival Functions: Report of a learning experience". 2021, Brazil

Presentation of Article "Archival description: concept in Brazilian scientific journals", XIV Archives Meeting in Santa Catarina. 2019, Brazil

---

Skills

HTML
CSS
JavaScript
React.js
Sass
Visual Studio Code
Bootstrap
Experience with version control system (Git)
Responsive Design
Document management
English
Spanish
Computer knowledge from the user's perspective - Microsoft Office (Word, PowerPoint, Excel)
Figma Software – Basics level