

Emanueli Monteiro

emanueliumonteiro@gmail.com | www.linkedin.com/in/emanuelimonteiro | (226) 975-4496 | Windsor, Canada

PROFESSIONAL SUMMARY

Degree in Web Development and Internet Applications at St. Clair College.

Front-end developer skilled in HTML, CSS and JavaScript, passionate about responsive design.

Experience in Microsoft Excel and SQL for database management, Python as a programming language and Power BI for analytics.

Experience with platforms as Adobe Photoshop, Adobe Illustrator and Adobe XD.

Planned and coded web-based applications using SQL, MySQL and relational databases.

Strong understanding of UI/UX principles.

Background in Law and Administrative Management.

Excellent problem solving, time management and communication skills.

EDUCATION

St. Clair College, Windsor, Ontario — Web Development and Internet Applications

2021 – 2023

Unioeste - West Paraná State University, Brazil — Bachelor's Degree in Law

2013 - 2017

EXPERIENCE

MTB Consulting and Technology, Remote — Administrative Manager

MARCH 2021 - JUNE 2022

- Responsible for managing and monitoring administrative and financial activities, involving: Accounts Payable, Accounts Receivable, HR/Personnel Management, IT and Billing;
- Cultivated strong relationships with customers and streamlined administrative operations by identifying automation opportunities.

V. Moretti Associate Lawyers, Brazil — Lawyer

MARCH 2018 - JANUARY 2021

- Studied Constitution, statutes and ordinances of quasi-judicial bodies to determine ramifications for cases.
- Evaluated findings and developed strategies and arguments in preparation for case presentations.
- Represented clients in court proceedings, hearings and arbitrations.
- Prepared and reviewed contracts and other legal documents following applicable regulations.
- Analyzed and applied legal principles and performed legal research to support litigation strategy.
- Creation and supported staff with business registrations and other legal requirements.

State Public Ministry, Brazil — Intern at the Prosecutor's Office

JANUARY 2017 - DECEMBER 2017

- Prepared and filed pleadings, motions and other legal documents in court proceedings.

- Proved successful working within tight deadlines and a fast-paced environment.

Paraná State Court of Justice, Brazil — *Intern at the Judge's Office*

NOVEMBER 2014 - NOVEMBER 2016

- Developed strategies for court proceedings and negotiations.
- Prepared procedural documents and performed jurisprudential research.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

LANGUAGES

- Portuguese – native language.
- English – fluent level.
- Spanish – intermediate level.

SKILLS

- Data Analysis Tools: Microsoft PowerBI, SQL, Excel
- Database Management: MySQL
- Programming language: Python (basic proficiency)
- Soft skills: Strong analytical skills, attention to detail, effective communication, problem-solving

PROJECTS

- Independently conducted analysis and extraction of data from Excel and SQL and creation of Power BI dashboards and reports related to HR, sales and finance.

REFERENCES

Nicholas Sylvestre — *Instructor at St. Clair College*

Contact info: nsylvestre@stclaircollege.ca

Hassan Farhat — *Instructor at St. Clair College*

Contact info: hfarhat@stclaircollege.ca