

## Curriculum Vitae



### **Gustavo Manoel Viana**

#### **Personal Information:**

- **Date of Birth:** December 25, 1993
- **Gender:** Male
- **Place of Birth:** Astorga, Paraná, Brazil
- **Marital Status:** Single
- **Address:** Rua Vereador Joaquim Alves, n° 158 – Centro – Astorga/PR
- **ZIP Code:** 86730-000 (Willing to relocate if necessary)
- **Phone Numbers:**
  - +55 (44) 98837-7820 [WhatsApp]
  - +55 (44) 99937-4101
  - +55 (44) 99950-6065

#### **Education:**

- Completed Primary and Secondary Education (2000–2011).
- Professional Course at Microlins: Comprehensive Professional Training, including modules on Administrative Routines, HR Assistant, Telemarketing Operator, Cashier, Accounting Assistant, Sales Agent, Credit and Collections, Hospitality and Tourism – Arapongass (2015). Verification Code: AB-3775407.
- English School Wizard Arapongass: Levels W2, W4, W6, W8.
- Completed up to the 3rd year of a Bachelor's Degree in English Language and Literature, UNESPAR Apucarana (studies interrupted).

- Basic Administration Course at Nexgen Academy (2024).

- Currently studying Full-Stack Development at DNC.

**Professional Experience:**

- English Teacher
- Cashier at Casa de Carnes Vitória
- Cashier at Auto Posto Bauru Ltda
- Administrative Assistant at the Municipality of Astorga
- Digital Marketing at Vitrine Digital

**Computer Skills:**

- WordPress
- Canva
- Video Editing
- Graphic Design
- Wix
- Paid Traffic Management
- Intermediate computer skills in Windows and Microsoft environments
- Intermediate Excel
- VS Code
- HTML
- CSS
- JavaScript

**Languages:**

- English: Advanced