

JOÃO GARCIA

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☎ 912271139

📍 Loures, Lisbon

EDUCATION

Full-Stack Engineer

Codecademy

📅 January 2023 - current

High School

IEFP

SKILLS

Programming Languages

- HTML
- CSS
- JavaScript
- SQL

Microsoft Office

- Microsoft Excel
- Microsoft Access
- Microsoft Word

WORK EXPERIENCE

Administrative Assistant

SIMAR

📅 June 2015 - current 📍 Loures, Lisbon

- Data Entry on Microsoft Access and Excel
- Support for Supervisors
- Invoice Correction

Security Guard

SegurForce

📅 June 2013 - January 2015

- Patrolled the perimeter of properties each shift to ensure gates were locked, security cameras functioned, and no unauthorized persons loitered around the property
- Monitored the entrance of workers. Greeting, directing, and reporting costumers for entrance on the perimeter

Warehouse Clerk

Torrestir SA

📅 October 2010 - January 2013

- Labeled products and organized stock in the storage room
- Helped loading and unloading containers using a forklift, lifting and storing crates and packages