



LAIZE FERRAZ

WEB DEVELOPER

CONTACT

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🌐 WWW.LAIZEFERRAZ.COM

SOFT SKILLS



EDUCATION

CERTIFICATE 4 - WEB DEVELOPMENT
TAFE - NSW

BACHELOR IN LAW - BRAZIL
TIRADENTES UNIVERSITY

PROFILE

Flexible and hardworking with a strong drive to succeed, I am focused on developing positive relationships with clients and coworkers.

After many years working as a Lawyer and Admin Assistant, I challenged myself and started a new path. For the last six months I've been a full time student at TAFE NSW to become a Web Developer and now I'm looking for an opportunity to contribute to the IT industry and apply all these skills acquired.

EXPERIENCE

STUDENT FULL TIME

TAFE NSW | Jun 2019 - Dez 2019

- PHP
- HTML, CSS and JavaScript
- CMS
- MySQL Database

DATA/ADMIN ASSISTANT VOLUNTEER AND CASUAL

Epilepsy Action Australia | Jun 2018 - Oct 2019

- Front-desk
- IMIS
- Data entry and management.

ADMIN ASSISTANT VOLUNTEER

National Trust of Australia | Mar 2018 - Feb 2019

- Assist with direct mail such as event invitations, membership packages, and letters.
- Help with fundraising events.
- Assist with donor and membership database comparing lists of names to get new data for reports, fundraising event's guest list, and membership management.

TRANSLATOR FREELANCER

Learnosity | May 2018 - May 2018

- Translated a web page and a flyer from English to Portuguese BR.

STUDENT

Montreal CAN | Jan 2013 - Sep 2015

- Studied English and French.

LAWYER | LEGAL ASSISTANT

Brazil | Aug 2008 - Jan 2013

- Composed and revised legal documents using MS Word.
- Maintained Excel databases of complaints progress.
- Managed calendars and scheduled trials, conferences, and hearings.
- Updated clients as to the status of their file.
- Contacted Courts, attorneys, and service providers to ensure continue updates.
- Carried on legal research, both conventional and computer-aided.
- Filled in and uploaded forms and documents in the Court's system.
- Trained and mentored interns.
- Negotiated payments arrangements with clients.
- Maintained office records, ordered supplies, and processed mail.

SKILLS

- Operating Systems: MacOS, iOS, Windows.
- Word Processors: MS Word, Pages, Google Docs.
- Visual Tool: Canva design.
- Spreadsheets: MS Excel, Numbers, Google Sheets.
- Presentations: MS Power Point, Keynote, Google Slides.
- Languages: English, Portuguese, French.