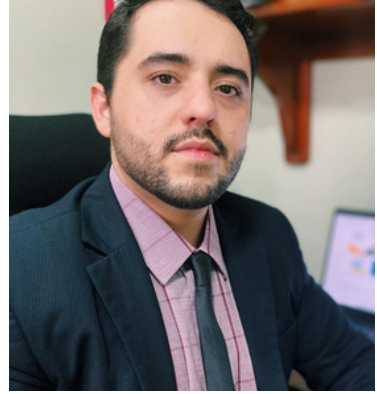


LEONARDO LUZ SAGICA DOS ANJOS



PERSONAL INFO

Birth Date: 23/06/1992

Nationality: Brazillian

Marital Status: Single

OA - Lisboa: 63128L

OAB/PA: 23.528

Address: Amélia Rey Colaço, 16 9DT Portela - 2685-184 Portela LRS

Phone/WhatsApp: 915028617

Email: leo.sagica@hotmail.com

LinkedIn Profile: www.linkedin.com/in/leonardo-sagica-a03681a1/

GENERAL GOALS

- I have courses in customer service and business management, as well as advanced English and a lot of willingness. With higher education and experience in the extrajudicial area. Search for job opportunity.

QUALIFICATIONS

- Experience in customer service;
- Advanced mastery of the Office suite (word, excel and powerpoint);
- Advanced English;
- Main skills: Practical experience in customer service and understand well the desire of customers, with commitment and dedication, ease in dealing with technology, systemic vision, teamwork, focused on results.

GRADUATION

- Faculdade Ideal – FACI/DeVry (2015), bachelor degree in law;
- Flagprofessionals, Full Stack web development.

PROFESSIONAL EXPERIENCE

02/01/2023 - 20/03/2023 – **Docdigitizer (by Delagroup)**

Services Position: Backofficer

Main activities: Documents review's, video edition and creation and formations for document reviews.

05/05/2022 - 31/10/2022 – **Lurdes Pires Notary's office (Lisbon)**

Services Position: Clerk Assistant

Main activities: Prepare Deed of purchase and sale, inventory, donations, family heirloom, deed of credit with mortgage-baked, divorce, nomination of inventory administrator, deed of declaration, power of attorney, certificated copies, authentication term, address changing of the vehicle registration; submit land registration online, etc

• 23/07/2018 – 31/05/2019 - **5° Tabelionato de Notas Belém Pará Brazil - Notary**

services Position: Clerk Assistant

Main activities: Prepare Deed of purchase and sale, inventory, donations, family heirloom, deed of credit with mortgage-baked, divorce, stable union dissolution, nomination of inventory administrator, deed of declaration, etc;

QUALIFICATIONS AND COMPLEMENTARY COURSES

- **Course Full stack web development** - FlagProfessionals;

CREDIT HOUR: In going

LOCAL: Online

YEAR: 2023

- **Course "programming from scratch" - Front end** - B7Web;

CREDIT HOUR: In going

LOCAL: Online

YEAR: 2022

- **Couse "Python: knowing the language"** - Samsung Ocean;

CREDIT HOUR: 3h

LOCAL: Online

YEAR: 2020

- **Course Digital plataform - new ways to work** - Conselho Nacional da Ordem dos Advogados do Brasil;

CREDIT HOUR: 2h30

LOCAL: Online

YEAR: 2022

- **Course "how to elaborate your business plan"** - SEBRAE/PA (Serviço de Apoio às Micro e Pequenas Empresas do Pará);

CREDIT HOUR: 20h (de 21/10 a 25/10)

LOCAL: Sebrae-PA

YEAR: 2019

- **Strategic planning and Balanced Scorecard** - E-tab;

CREDIT HOUR: 3h

LOCAL: 5º Tabelionato de Notas Belém Pará Brazil - Notary's office

YEAR: 2019

- **Curso programa atendimento autêntico** - E-tab;

CREDIT HOUR: 3h

LOCAL: 5º Tabelionato de Notas Belém Pará Brazil - Notary's office

YEAR: 2018

PUBLISHED PAPERS

- Cientific article published at Consulex magazine, year of 2014, with the theme: "Estaria o Instituto da Permissão Inserido na Concessão?", ed. Brasília - Oct/2014, year XXVIII - nº 40.

ADDITIONAL INFORMATION

- English – Advanced;
- Office pack (word, excel e powerpoint) – Advanced Domain.

I assume full responsibility, under the penalties of the Law, for the information provided above.

LEONARDO LUZ SAGICA DOS ANJOS