



Patrícia Figueiredo

 Porto, Portugal

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 <https://myportfolio-4rpv.vercel.app/>

TECHNICAL AND SOFT SKILLS

- HTML CSS JavaScript
- VS Code
- APIs (consumption and integration)
- Git & GitHub
- Web Hosting and Deployment
- Artificial Intelligence (beginner) -
Basic AI concepts and prompt engineering;
- Initial applications in simple projects
Problem-solving
- Adaptability
- Teamwork & collaboration
- Time management
- Fast learner / continuous learning

LANGUAGES

Inglês | Intermediate

Espanhol | Elementary

SUMMARY

Motivated and detail-oriented professional transitioning into Technology, with a strong focus on Quality Assurance (QA). Completed the SheCodes Plus (160-hour program), gaining hands-on experience in testing fundamentals through JavaScript projects, responsive design, API integration, Git/GitHub, and project deployment. Currently preparing for the ISTQB Foundation Level certification (goal for 2026) to further solidify technical testing expertise. Actively using Jira for task management and project organization, developing practical familiarity with bug tracking, workflows, and documentation. Bringing strong organizational, communication, and problem-solving skills from previous administrative and customer-facing roles. Highly adaptable, fast learner, and eager to contribute to a QA team while continuing to expand technical and testing knowledge.

EDUCATION

ISTQB Certified Tester Foundation Level (CTFL) – In Progress / Expected 2026

SheCodes – Workshop de Front-End Development

- Completed January 2026

- Introduction to Artificial Intelligence and Tools Applied to Development
- Responsive Web Development
- Front End Development
- Introduction to Coding

High School – Languages and Humanities | Jan 2015-Jan 2016
Externato Santa Clara|Porto, Portugal

EXPERIENCE

FINANCIAL ADMINISTRATIVE ASSISTANT Dez 2025 - present
Uncaria (part- time) – Construction Industry

- Managed financial documentation and expense tracking, ensuring organized fiscal records.
- Handled daily administrative tasks, document management, and communication with suppliers.
- Maintained efficient workflows and system updates to support team operations.

FULL-TIME PARENTING & CAREER TRANSITION May 2024- Dez 2025
Porto| Portugal

- Managed demanding family organization, strengthening essential prioritization, autonomy, and problem-solving skills.

ADMINISTRATIVE PrettYellow , Feb 2022-May 2024
PortugueseFlannel|Aveleda

- Handled administrative tasks, document management, system updates (ERP Primavera), and product maintenance (Shopify), supporting daily team operations.

HOSTESS SUPERVISOR BallySally, Jun 2018-Feb 2022
BoaBoa|Porto, Portugal

- Coordinated the hostess team, managed reservations, ensured efficient service flow, and resolved customer issues to maintain strong service standards.

FIELD CAMP MONITOR Professor Sep 2015-Jun 2018
Sorrisos|Porto, Portugal

- Supervised children during educational and recreational activities, ensuring safety, engagement, and communication with families.

CASHIER ASSISTANT May 2017-Apr 2018
G-Star Raw|Porto, Portugal

- Processed payments, assisted customers, restocked products, and maintained an organized workspace.

NANNY Dec 2014-Aug 2015
Falmouth, CapeCod, USA

- Supported children’s daily routines, educational activities, and well-being while maintaining clear communication with parents.