

# Ramon Santos

Front-End  
Developer

## Contact

 (+55) 31 99475-8935

 ramonduardo.contato@gmail.com

 Belo Horizonte, Minas Gerais, Brazil.

## Profiles and Portfolio

 [www.linkedin.com/in/ramonsantosprofile](https://www.linkedin.com/in/ramonsantosprofile)

 <https://github.com/Ramon-Eduardo>

 <https://portfolio-three-nu-3d6ci5xm4z.vercel.app/pt>

## Career Objective

Front-End Developer in training, seeking an entry-level opportunity to apply skills in HTML, CSS, SASS CSS (style module), JavaScript, React.js and Next.js. Currently transitioning from an administrative career. Highly motivated to learn and grow in the technology industry. Will begin a Technical Degree in Systems Development in February 2026 to further studies and continue advancing in the tech field.

## Skills

- HTML, CSS, SASS CSS (Style Module),  
JavaScript, React.js and Next.js.
- Microsoft Office (Word, Excel,  
PowerPoint).
- Document Management Systems:  
Sydle, SISProuri, SISFies, SIAF.
- Strong organizational and  
communication skills

## Education

### Technical Degree

*Meta Escola Técnica* February 2026 - December 2027  
*Software Development Technician*

### High School

*Escola Estadual Professora Maria do Socorro Andrade* 2016 - 2018

### Front-End Web Developer Bootcamp

*Campinho Digital* March 2025 - August 2025  
HTML, CSS, JavaScript and React

## Experience

### Assistente Administrativo (Remoto)

*Ânima Educação* June 2024 - September 2024

- Managed scholarship and student loan requests (PROUNI and FIES).
- Processed documentation for students and universities.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies.
- Promoted a positive work environment through effective communication skills and fostering professional relationships among colleagues.

### Finance Assistant (Temporary Contract)

*Gi Group (Working for Ânima Educação)* February 2024 - May 2024

- Validated documentation for scholarship and loan programs.
- Approved documents using Sydle and government systems (SISProuri, SISFies).
- Entered scholarship data into the financial system (SIAF).
- Minimized financial discrepancies, resulting in increased efficiency.

### Administrative Assistant Apprentice

*Castor Empreendimentos Imobiliários* July 2021 - September 2022

- Supported warehouse operations with administrative tasks.
- Transferred to the HR department to assist with file organization and management.
- Built strong relationships with team members and supervisors, fostering a positive work environment.
- Enhanced practical skills by assisting experienced professionals in various tasks.

## Languages

### English

Advanced (C1)

### Portuguese

Native Speaker