# Ramon Santos

Junior Front-End
Web Developer

## Contact

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📍 Belo Horizonte, Minas Gerais, Brazil.

## Career Objective

Aspiring Front-End Web Developer seeking an entry-level opportunity to apply skills in HTML, CSS, JavaScript, and React. Currently transitioning from an administrative background, highly motivated to learn and grow in the tech industry.

## ✛ Skills

- HTML, CSS, JavaScript, React.
- Microsoft Office (Word, Excel, PowerPoint).
- Document Management Systems: Sydle, SISProuni, SISFies, SIAF.
- Strong organizational and communication skills.

## 🎓 Education

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

**Front-End Web Developer Course**
*Campinho DIgital*   2025
- HTML, CSS, JavaScript and React

## 💼 Experience

**Administrative Assistant (Remote)**   June 2024 - September 2024
*Ânima Educação*
- 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)**   February 2024 - May 2024
*Gi Group*
- Validated documentation for scholarship and loan programs.
- Approved documents using Sydle and government systems (SISProuni, SISFies).
- Entered scholarship data into the financial system (SIAF).
- Minimized financial discrepancies, resulting in increased efficiency.

**Administrative Services Apprentice**   July 2021 - September 2022
*Castor Empreendimentos Imobiliários*
- 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