Ramon Santos

Junior Front-End
Web Developer

Contact

☎ (+55) 31 99475-8935

✉ ramoneduardo.contato@gmail.com

📍 Belo Horizonte, Minas Gerais, Brasil.

🌐 Profiles and Portfolio

in www.linkedin.com/in/ramonsantosprofile

⚛ https://github.com/Ramon-Eduardo

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

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.

🧩 Habilidades

- 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)

Ânima Educação   Junho 2024 - Setembro 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   Fevereiro 2024 - Maio 2024
- 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

Castor Empreendimentos Imobiliários   Julho 2021 - Setembro 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.

📖 Idiomas

English	Portuguese
Advanced (C1)	Native Speaker