

RENAN GUTIERREZ

PROFILE

Motivated and passionate Computer Programming student at George Brown College, currently building a solid foundation in software development, problem-solving, and IT. Enthusiastic about technology, with a focus on learning new tools and techniques to solve real-world problems. Particularly interested in data structures, open-source development, and contributing to impactful projects. Actively seeking opportunities to collaborate with like-minded individuals in the tech community to share knowledge and grow professionally.

WORK EXPERIENCE

BUSINESS ASSISTANT

Gutierrez Sales Representation - Tramontina

JAN 2023 - AUG 2023

- Scheduled management
 - Efficiently managed and organized schedules, including booking flights for team members and executives.
 - Coordinated and prioritized appointments, meetings, and events, ensuring optimal time management.
 - Utilized calendar management software to set reminders and send notifications for important deadlines and meetings.
- Provided excel worksheets to improve work efficiency
 - Developed and provided customized Excel worksheets tailored to specific tasks, significantly improving workflow efficiency.
 - Created automated Excel templates to streamline data entry and analysis, reducing manual workloads.
- Updated and maintained client files
 - Maintained and updated client files meticulously, guaranteeing the accuracy and completeness of essential records.

RELEVANT COURSE

Service Excellence for Business Diploma - LACIC - Toronto

- **Sales Fundamentals:** Learned principles of sales, including prospecting, presenting, and closing deals.
- **Leadership:** Developed skills in communication, team building, and decision-making.
- **Customer Service Skills:** Mastered active listening, problem-solving, and relationship-building techniques.
- **Front Desk Services:** Acquired expertise in managing inquiries, appointments, and guest relations.

CONTACT

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 <https://github.com/RenanGutierrez>

SKILLS

- Sales
- Negotiation
- Problem-solving Skills
- Team work
- Time Management
- Microsoft Office Suite

EDUCATION

Bachelor in Computer Science

Nine of July University - Brazil
January 2022 -

Computer Programming Diploma

George Brown College
September 2024 - September 2026

Service Excellence for Business Diploma

ILACIC International College - Toronto
August 2023 - February 2024

- Canadian Workplace Essentials
- Human Resources Fundamentals
- Customer Service Skills
- Leadership
- Event Planning
- Food & Beverage Service
- Front Desk Services
- Sales Fundamentals

LANGUAGES

- Portuguese - Native Language
- English - Fluent