

**SANDRO LUAN MOREIRA DOS SANTOS**

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Date of Birth: September 26, 2001

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**ABOUT**

I am a professional passionate about Systems Analysis and Development, driven by curiosity and the desire to transform ideas into efficient solutions. I have a strong interest in software development, system architecture, and process optimization. I am constantly seeking to improve my technical skills and explore new technologies, always with an analytical mindset and a focus on problem-solving. I believe technology should be intuitive, accessible, and above all, functional. I have an intermediate level of English and am always looking to improve my communication skills. I am open to connections, learning, and opportunities in the technology field.

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**OBJECTIVE**

System Developer

**PROFESSIONAL SUMMARY**

Professional with experience in public service and administrative support, having worked for over two years at SPTrans, specializing in assistance for people with disabilities (PCD). I have advanced computer skills, including Office Suite, computer assembly, and maintenance. Additionally, I have knowledge of Front-End development and intermediate English, which I have acquired in a self-taught manner and continue to improve.

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**PROFESSIONAL EXPERIENCE****Grupo Provac – Workforce Outsourcing**

Position: Administrative Assistant

Period: 01/2020 – 08/2022 (2 years and 7 months)

- Specialized public service for Bilhete Único Especial (Special Transportation Card)
- Worked at Descomplica-SP (Subprefecture)

- Provided service focused on people with disabilities (PCD)
- Supported the Supervisor and central SPTrans office
- Performed various administrative tasks

### **Apollo Consultoria em Reabilitação de Crédito e Cobrança LTDA**

Position: Junior Credit Collection Analyst

Period: 08/26/2024 – Present

- Client service for debt negotiation
  - Analysis and creation of strategies for credit recovery
  - Monitoring and registering payment agreements
  - Support in the preparation of financial and administrative reports
  - Communication with internal departments to optimize processes
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### **ACADEMIC EDUCATION**

#### **UNICID – Universidade Cidade de São Paulo**

Bachelor's Degree in Systems Analysis and Development (Ongoing)

#### **Escola Estadual Maria Vera Lombardi Siqueira**

High School Diploma

### **COURSES AND SPECIALIZATIONS**

#### **Front-End Developer**

Institution: Ada Tech | Duration: Short (up to 40 hours) | Completion: 2024

#### **Computer Assembly and Maintenance**

Institution: Obra Social Dom Bosco | Duration: Long (over 360 hours) | Completion: 2019

#### **Office Suite**

Institution: Profissionalize | Duration: Medium (41 to 360 hours) | Completion: 2018

#### **Information Technology**

Institution: Profissionalize | Duration: Long (over 360 hours) | Completion: 2018

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### **LANGUAGES**

- Portuguese: Fluent
- English: Intermediate

