

Tatiana De Oliveira Marcos
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A **Junior Software Developer** with a *passion* for *technology* and *programming*. Constantly seeking opportunities to improve my IT skills and knowledge. Eager to learn and apply programming abilities to create innovative and impactful solutions. Gained experience in various programming languages, such as **Java, Python, JavaScript, HTML5, CSS**.

Excited about the prospect of working in an **IT support role** where I can leverage my technical knowledge to **develop creative solutions** to complex issues. I believe that innovation and creativity are key in this field, and I am eager to contribute new ideas and perspectives to the team.

Currently seeking a role in a company in which to use acquired skills and further develop knowledge.

Skills

- Understanding of software methodologies in project management.
- Exceptional accuracy and attention to detail.
- Ability to prioritise tasks, manage workload and meet set targets.
- Have an adaptable approach to tasks, learn things quickly and ensure each task is carried out with the utmost safety.
- Good knowledge of **VSCode, IntelliJ, GIT/GitHub, Unit Testing**.
- Excellent organization, multitasking skills.
- Great communication, interpersonal skills.
- Flexible and adaptable to new people and situations.
- Experiencing in providing exceptional customer service in high volume environment.
- Confident IT skills including Word, Excel, Internet Explorer, Outlook.

Education

- February 2023 - Present: **Coding Level 3 – Software Skills Bootcamp, Vision 2 Learn – Java**
- September 2022-January 2023: **Skills Bootcamp in Software Development, Just IT Training Ltd – HTML5, CSS, JavaScript, Python**
- November 2022: **Web Development Bootcamp, Udemy**
- October 2022: **HTML5, CSS & JavaScript Languages, Udemy**
- September 2017: Diploma of Professional Chef, Accademia Italiana Chef, Milan, Italy
- January 2016: HACCP Food Safety Certificate
- January 2002-2005: Degree in Law, Faculdades Doctum, Brazil

Career Experience

Personal Assistant at Maid in Brazil Cleaning Services- 2020 - 2023

- Providing comprehensive administrative support to the management team and other staff members. Managing calendars, scheduling appointments, organizing meetings, and handling correspondence.
- Acting as a primary point of contact for clients, responding to inquiries, addressing concerns, and providing information about the company's services. Maintaining strong client relationships and ensuring high levels of customer satisfaction.
- Managing schedules and coordinating appointments for the cleaning staff, ensuring efficient allocation of resources and timely completion of tasks. Coordinating with clients to schedule cleaning services and ensure smooth operations.
- Maintaining accurate records and documentation related to clients, contracts, service agreements, and invoices. Keeping track of client preferences, special instructions, and any changes to service requirements.
- Assisting with financial tasks such as invoice preparation, billing, and tracking payments. Collaborating with the accounting department to ensure accurate and timely financial transactions.
- Handling any issues or challenges that arise during the provision of cleaning services. Finding solutions, resolving conflicts, and escalate matters to the appropriate individuals when necessary.

Full-Time Parent 2017-2020

- Spent time raising my children.
- Raising and educating 2 children in a safe, risk-free environment
- Performing home management tasks including cleaning and laundry
- Planning and preparing nutritious meals for the family.
- Shopping for groceries and other household items.
- Control and management of the family budget.
- Managing the family diary, ensuring all appointments are attended on time.
- Homeschooling during pandemic.

Trainee Chef at Alice Restaurant-Eataly Smeraldo, one Michelin Star - Piazza 25 Aprile, Milan, Italy - March 2017 to July 2017

- Preparing the "mise en place"
- Organizing, cleaning, and helping the chefs during the service

**Chef at Arch One Bar and Grill / Nineteen Wine bar & Kitchen
1 Mepham Street SE1 8RL - April 2010 to November 2013**

- Assisting the daily running of the kitchen as well as ordering new stock
- Maintaining the kitchen organized and up to date.
- Following procedures determined by the Head Chef
- Keeping the work environment clean and safe

Chef at Piatto Italian Restaurant -March 2008 to April 2010

52-54 Connaught Avenue Frinton-On-Sea CO13 9PR

- Preparing and cooking food
- Ensuring the dishes are delivered within time specification.
- Maintaining the restaurant's standards