

# Vinicius Soares Loureiro

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*Ambitious professional with a background in law and technology, skilled in administrative management, front-end development, and cybersecurity. Proactive problem-solver transitioning into tech, focused on growth and excelling in high-pressure environments.*

## PROFESSIONAL EXPERIENCE

<b>Administrative Assistant,</b>  1. Court of Justice	<b>Brazil</b>  <i>November, 2018 - March, 2024</i>
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- Played a key role in optimizing administrative processes, reducing procedural delays and improving overall efficiency.
- Managed and analyzed court cases, issued legal certificates and declarations, and ensured adherence to legal deadlines.
- Organized court sessions and maintained the Justice Diary, handling high-pressure administrative tasks with accuracy and efficiency.
- Facilitated communication between different legal entities, including attorneys and public defenders, ensuring smooth judicial proceedings.

## EDUCATION

<b>Global Business Studies - GBS Dubai</b>  Cybersecurity (Level 4 and 5).	<b>Dubai, AE</b>  <i>Sep 2024</i>
<b>Centro Universitário Tiradentes (Tiradentes University Center)</b>  Bachelor's Degree Program in Physiotherapy.	<b>Brazil</b>  <i>Dec 2024</i>
<b>C# First Steps: Programming Logic and Algorithms</b>	<b>Brazil</b>

Completed, focusing on fundamental programming concepts and algorithms	Aug 2023
<b>COURSE HTML5 and CSS3</b>	<b>Brazil</b>
Curso em Video. Credential ID: FA87C-C9E9-2 Front-End Development, CSS3, and more.	Aug 2024
<b>ADDITIONAL SKILLS</b>	
Effective Leadership: Led initiatives to streamline administrative workflows, contributing to increased efficiency and team effectiveness.	
Problem Solving: Developed solutions to overcome complex challenges in both administrative and technical environments, showcasing analytical thinking and creativity.	
Teamwork: Proven experience in collaborating with peers in administrative roles, including the Tribunal de Justiça do Estado de Alagoas.	
Front-End Development: HTML, CSS, JavaScript.	
Cybersecurity Fundamentals: Secure coding, risk assessment, and vulnerability mitigation.	
Strong Analytical Skills: Experience in legal analysis and process management.	
Project Management: Ability to manage multiple projects under pressure, ensuring high-quality results.	
Team Collaboration: Strong interpersonal skills with experience in a high-stakes environment.	
Fluent in English and Portuguese.	
Highly adaptable and quick learner with a passion for continuous self-improvement.	

Strong commitment to professional growth in technology and security, with a hands-on approach to problem-solving.

Comfortable working in fast-paced environments, with a proven track record of delivering results under pressure.