**SUMMARY**

I am a Software Engineer student with internship work experience plus two years hands-on experience in coding development projects.

Business professional with 5+ years of administrative and customer service experience in Canada. I have a college diploma in Business Management with an emphasis in accounting and financial management. My previous professional experience will guarantee a high quality of administration due to my strong interpersonal skills, accurate data entry, and effective organization skills.

**WORK EXPERIENCE**

**Receptionist *2020 – 2021***

Rogers Communications – Toronto, ON

* Effectively and quickly responded to customer inquiries, resolved problems, and maintained client trust in a fast-paced, high-volume environment in order to prevent the loss of key accounts
* Led the "clean-up" of company database and files by restoring organization to personnel, financial and operational records in order to accelerate data input, processing and retrieval times
* Carefully processed access cards for employees to ensure safety and security in the team

**Education Consultant *2019 – Present***

The Canadian Experience – Toronto, ON

* Creatively marketed products and services to potential students using available electronic resources to develop a client base
* Prepared application forms and packages for prospective international students at high schools, colleges, and universities
* Assisted applicants to fill out forms and collect required documentation to ensure a successful application
* Actively managed clients by notifying them about upcoming extensions and changes in processes or procedures

**Superintendent and Junior Building Administrative Assistant *2014 – Present***

White Rose Services – Toronto, ON

* Provided accounting and clerical assistance by collecting invoices from suppliers and contractors, and providing budgeting reports to the property manager
* Diligently upheld internal and external maintenance standards in a luxury condo building by conducting checks on all areas and generating reports
* Coordinated monthly resident events and administrative meetings to promote community in the building

**Administrative Assistant 2012 – 2014**

IRORJ – Rio de Janeiro, Brazil

* Processed daily safety checks on all areas and generated periodic reports describing errors and entries, and performed necessary maintenance tasks to ensure that daily, weekly, and monthly service levels were met
* Coordinated administrative meetings
* Organized and distributed memos to clients about products and services to achieve marketing goals

**EDUCATION**

**Business Management & Entrepreneurship (GPA 3.6) 2019**

IBT College – Toronto, ON

Centennial College – Software Engineering

**SKILLS**

* Proficient with Microsoft Office (Outlook, Word, PowerPoint and Excel) and skilled in computer coding and scripting (HTML / CSS / Database - SQL Server)
* Fluent in both English and Portuguese. Conversational Spanish.
* Creating pages and design UI using React Framework Gatsby.  
  Reviewing and updating to ensure Clean Code to their new technology stacks using TypeScript and React.js.  
  Performing migration of queries and writing Advanced Types using Typescript to ensure following GraphQL schema.  
  Collaborating with other developer and tracking any activity using Agile Team via Git and JIRA.see less