

ALICE GUILHERMINA GOMES PORTES

CONTACT

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 Pirapetinga, Minas Gerais,
Brazil

EDUCATION

HIGH SCHOOL

Capitão Ovídio Lima
Feb 2015 - Dec 2017

SYSTEMS ANALYSIS AND DEVELOPMENT

Estácio de Sá University
Mar 2024 – Present (Expected
graduation: Sep 2026)

SKILLS

SQL
Excel and Spreadsheets
Power BI, Tableau
Python (pandas, matplotlib, scikit-learn)
R (basic)
HTML, CSS, JavaScript, PHP (basic)
Storytelling
Problem-solving, time management,
communication

LANGUAGES

Portuguese (Native)
English (Advanced)

SUMMARY

Aspiring data analyst with hands-on experience building dashboards, cleaning real-world datasets, and applying ML models. Strong foundation in SQL, Power BI, Tableau and Python, with a passion for transforming raw data into actionable insights.

EXPERIENCE

SECRETARY

W & A Comércio e Serviços

Mar 2020 – Nov 2021, Aug 2023 – Dec 2023, Pirapetinga/MG, Brazil

- Managed schedules, phone calls, and documentation
- Maintained organized records and supported customer service
- Improved access to reports by structuring digital files

IT INTERN

Smurfit Kappa

Feb 2022 – Jun 2023, Pirapetinga/MG, Brazil

- Supported the IT team in system maintenance and troubleshooting
- Helped implement automated spreadsheets to improve internal reporting workflows
- Assisted users with hardware and software support

INTERN

Caixa Econômica Federal

Jun 2016 – Dec 2017, Pirapetinga/MG, Brazil

- Supported customer service and administrative operations
- Handled financial document organization and filing
- Guided clients on ATM use and updated customer information

CERTIFICATIONS

- **Google Data Analytics** - Coursera & Google, May 2025
- **Data Science** - Santander Tech+, Jan 2025 (22 hours)
- **Web Programming** - Estácio de Sá, Jun 2024 (120 hours)
- **Python Programming** - Estácio de Sá, Jun 2024 (80 hours)