

# 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

Jan 2020 – Oct 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)