



Rodrigo José Carraça Novelo

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WORK EXPERIENCE

Casa Relvas – São Miguel de Machede, Portugal

Winery Production Assistant

[12/08/2024 – 24/09/2024]

Seasonal Production Assistant (Harvests 2023 & 2024)

- Two consecutive summers to support industrial-scale production operations.
- Operated automated processing machinery and monitored production line workflows.
- Maintained quality standards by executing operational protocols in a production and team environment.

EDUCATION AND TRAINING

B.SC. IN COMPUTER SCIENCE AND ENGINEERING

Instituto Superior de Engenharia de Coimbra [09/2021 – 10/2025]

City: Coimbra | **Country:** Portugal | **Website:** <https://www.isec.pt/> | **Field(s) of study:** Networks and Systems Administration | **Level in EQF:** EQF level 6

Comprehensive training in Networks and Systems Administration, covering network design, data routing protocols and network services management. Focus on operating systems (Linux, Windows), security, and performance monitoring. Grounded in foundational skills in object-oriented programming, databases, and web technologies.

LANGUAGE SKILLS

Mother tongue(s): Portuguese

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Spanish

LISTENING B1 READING B1 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Programming Languages

Python / JavaScript / C / C++ / C# / SQL

Networking & Security

Network Protocols / Encryption Standards / Firewall Configuration / Access Control / Penetration Testing Basics / Routing & Switching / TCP/IP Stack / LAN/WAN Design / Load Balancing / Kali Linux / GNS3 / Wireshark / Cisco Packet Tracer

AI & Backend Development

Generative AI (LLMs) / RAG / Prompt Engineering / Fine Tuning / PyTorch / SentenceTransformers / Redis / API design (RESTful) / Flask / Google Cloud APIs

DevOps & Infrastructure

Docker / Apache / Ansible / Git / Linux / Shell Scripting (Bash) / CI/CD concepts / Nginx / Windows Server / Prometheus & Grafana / VMware Workstation / VirtualBox

PROJECTS

[03/2025 – 08/2025]

Generative AI Email Assistant | Bachelor Project @ISEC Key Contributions:

- **Personalization Architecture:** Designed a custom JSON ontology to define the AI's personality, social context per contact, and factual memory.
- **Hybrid Retrieval Engine:** Developed a dual-search system (Vector + Keyword) to inject accurate historical data into the LLM context.
- **Adaptive Feedback:** Implemented logic that analyzes user edits to automatically infer and update behavioral rules for future drafts.
- **Dual Operation Modes:** Built a collaborative Web Dashboard for review and an autonomous Background Agent for automatic drafting.

Technologies Used:

- **Core:** Python, Celery, Redis, SQLite, SQLAlchemy.
- **AI & APIs:** Google Gemini, Google OAuth 2.0, SentenceTransformers.

<https://github.com/aly2302/email-assistant-llm>

PUBLICATIONS

[2025]

A Literature Review of Personalized Large Language Models for Email Generation and Automation

Authors: Rodrigo Novelo, Rodrigo Rocha Silva and Jorge Bernardino | Journal Name: Future Internet | Volume, Issue and Pages: Volume 17, Issue 12 | Publisher: MDPI

Novelo, R., Silva, R. R., & Bernardino, J. (2025). A Literature Review of Personalized Large Language Models for Email Generation and Automation. Future Internet, 17(12), 536. <https://doi.org/10.3390/fi17120536>

Link: <https://www.mdpi.com/1999-5903/17/12/536>

DRIVING LICENCE

Driving Licence: B