

Bruno Mota

Ottawa, ON | +1 (819)208-9878 | bmota1988@gmail.com | [linkedin.com/in/brunonmota/](https://www.linkedin.com/in/brunonmota/)

Objective

I am aspiring to secure a client-oriented position within an IT company, where I can leverage my skills and knowledge to deliver optimal results for both the organization and its valued clients.

Education

COMPUTER PROGRAMMING | EXPECTED: AUGUST 2023 | ALGONQUIN COLLEGE | OTTAWA, ON

- Web Development: HTML 5, CSS, JavaScript, PHP, and React
- Relational Database: MySQL, and Oracle DB
- Android Studio: Java
- Oriented-Object Programming: Java, and Spring
- Operating System: Linux, and Windows
- Administrative Tools: Office Package and Outlook.

CIVIL ENGINEERING | DECEMBER 2016 | UNIVERSIDADE VEIGA DE ALMEIDA | RIO DE JANEIRO, RJ - BRAZIL

Skills & Abilities

WEB DEVELOPMENT

- Knowledge of web development tools such as HTML5, CSS, JavaScript, and PHP.

RELATIONAL DATABASE

- Store, query, and manipulate in RDMS such as MySQL, and Oracle DB.

OBJECT-ORIENTED PROGRAMMING

- Knowledge of fundamentals and structures of OOP with the use of Java.

OPERATING SYSTEM

- Knowledge of the command- line of the Linux Ubuntu Terminal Operating System.

LANGUAGES

- Portuguese: Native.
- English: Professional.

Experience

PARTNER DRIVER | UBER – OTTAWA, ON | DECEMBER 2017 TO MARCH 2020

- Transport passengers on time to ensure customer satisfaction.
- Ensure vehicle maintenance and cleaning regularly.

- Fulfillment of food pick-up and delivery orders from various restaurants

CIVIL ENGINEERING TRAINEE | CONCREMAT ENGENHARIA E TECNOLOGIA – RIO DE JANEIRO, RJ - BRAZIL | JULY 2014 TO JULY 2016

Infrastructure construction of the neighborhood where the Village of Media of Olympic Games Rio2016 was built, including the construction of streets and utilities.

- Overseeing construction services according to the projects
- Survey of projects
- Elaboration of the daily report about all the construction services made.
- Reception of materials for earthmoving services

CIVIL ENGINEERING TRAINEE | CONSTRUTORA SA CAVALCANTE – RIO DE JANEIRO, RJ - BRAZIL | MAY 2011 TO JULY 2013

Construction of a residential condominium with 432 medium standard apartments in Rio de Janeiro - Brazil.

- Control and send to the financial sector the invoices received from the contractors.
- Support the elaboration of contracts with the contractors.
- Control of contractors' payment
- Inventory control
- Overseeing of construction services according to the projects
- Support the update of the construction schedule.
- Survey of various projects
- Elaboration of the daily report about some construction services made.
- Control of the stock of certain materials

CIVIL ENGINEERING TRAINEE | CONECVAL CONEXÕES E VÁLVULAS – RIO DE JANEIRO, RJ - BRAZIL | MARCH 2010 TO MARCH 2011

A small company dedicated to the purchase and sale of fittings and valves, where I worked in the sales department and had some important responsibilities:

- Giving Quotes: My job was to provide price estimates for fittings and valves based on the project details given to us.
- Talking to Suppliers: I stayed in touch with our suppliers every day to get updates on when the products would be delivered.
- Helping Customers: I spoke with our customers daily to offer the best service and tell them about any changes in delivery times.
- Managing Deadlines: I made sure things were delivered on time, so projects could run smoothly.

ADMINISTRATIVE ASSISTANT | PARTNERS CONSULTORIA E PROJETOS LTDA – RIO DE JANEIRO, RJ - BRAZIL | MARCH 2008 TO DECEMBER 2009

A small business consulting company where I worked as an administrative assistant. Here are the key tasks I handled:

- Internal Demands Control: I managed the company's internal requests and tasks to ensure smooth operations.

- Supporting Document Preparation: I prepared necessary documents to support various projects.
- Document Analysis: I reviewed and analyzed documents for accuracy and completeness.
- Customer Interaction: I interacted with clients, maintaining positive communication throughout projects.
- Manual Typing: I was responsible for typing manuals to provide comprehensive project documentation.

Projects I was involved in:

SCJ Johnson: March 2008 to November 2008

- Project: Prepared the Tax Dossier for the company.

Serra dos Órgãos: July 2008 to July 2009

- Project: Assisted in an organizational restructuring project for the company.

ABC Pneus: March 2009 to August 2009

- Project: Contributed to a strategic HR project.

Glaxo Smith Kline (GSK): September 2009 to November 2009

- Project: Updated the Internal Policy Manual.