**Paulo De Alencar Cabral**

2733 Harriet Avenue Minneapolis, MN, 55408; [cabralp15@yahoo.com](mailto:cabralp15@yahoo.com); (612)433-3081

**SUMMARY OF QUALIFICATIONS**

* Current student at Minneapolis Community and Technical College
* Ability to adapt quickly and solve conflicts by finding constructive solutions
* One year of experience working with diverse populations of people in a customer- oriented environment
* Ability to work with Microsoft word and Excel
* Fluent in English and Portuguese
* Knowledge in Adobe Illustrator, Photoshop, Adobe Xd and InDesign
* Proficient in HTML and CSS language
* Basic skills in JavaScript
* Intermediate skills in Python

**EDUCATION**

**Background in Web Design**

**Associates of Art: Web Design and Front-End Anticipated May 2023**

**Development GPA 3.7**

Minneapolis Community and Technical College Minneapolis, MN

**EXPERIENCE**

**Web Design Intern September 2022 – Current**

Minnesota Historical Center Saint Paul, MN

* Updating existing web resources with new content and functionality using Drupal
* Support the ongoing maintenance of public web resources and other digital products.
* Conduct analysis of user behavior with user testing and analytics tools
* Prepare multimídia assets for digital delivery
* Using twig and sass program language to redesign components of website and integrating with Drupal 9

**Graphic Design in the Career Services/Assistant June 2021- December 2022**

Minneapolis College Minneapolis, Minnesota

* Posting Jobs from local employers on the job bank for students to apply
* Sending Job blast from industry partners to students about current opening
* Helping students make appointments with their needs with the correct staff.
* Call students to confirm the purpose of the appointment if they are enrolled at school or not
* Check if companies which want to hire our students are real and not fraudulent
* Creating digital flyers for the Career Services events.
* Using tool as Illustrator and Photoshop

**Food and Beverage January 2020 – August2021**

Target Minneapolis, Minnesota

* Stocking the shelves and the warehouse.
* Zoning the items that are on the shelves.
* Auditing the shelves and reporting low stock.
* Shopper for online purchases.
* Help the guests to find the products they need.

**Office Assistant April 2018 - March 2019** Fundacao 2 de Julho Salvador, Brazil

* Assisted customers using communication skill to effectively attend to their needs
* Maintained the employee’s files in the HR department using organizational skills to keep record of employees files
* Created welcome package for new hires, including the label contract using creative thinking skills to design new employee information.