

PROFESSIONAL SUMMARY

- IT Database student experienced in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.
- Skilled Academic Analyst accomplished in completing regulatory projects quickly and cost-effectively.
- Also, a dedicated professional with a history of meeting company goals utilizing consistent and organized practices.

ACCOMPLISHMENTS

- As an IT Database Administration student and in less than 3 months of living in Canada, won the Extra Mile Award at the Halifax Innovation Challenge 2022 with Team 23, presenting the Eco AI idea.
- Also, as an IT Database Administration student, won the 3rd prize on the What's Your Challenge, part of the NSCC IT Job Fair, under the 20/20 Digital statement, also with Team 23.
- As an Academic Analyst responsible for the evaluation cycles of every program at the University, stayed above the goal 100% of the time through effectively working as a team.
- As an Academic Analyst, nominated a TEACH STAR in 2017 as per my performance.
- As a Legal Analyst, developed and implemented a dashboard, which resulted in increased company efficiency and productivity.
- As a Post-Graduate Intern, managed to raise the number of cases judged by 72%.

EDUCATION

Diploma - IT Database Administration • *Nova Scotia Community College*
Halifax, NS • Expected in May 2024

Post-Graduation - Law - Conflict Resolution Under BR Civil Law • *Unifacs Online*
Brazil • September 2023

M.B.A. - Corporate Management • *UniRuy*
Brazil • July 2016

Bachelor - Law • *UNIME*
Brazil • December 2013

SKILLS

Java	Office 365
Python	Database Searching
SQL	Clerical Support
Research and Analytical Skills	Office Meetings
Confidentiality and Data Protection	Easy to Learn

WORK HISTORY

Warehouse Worker • *Nova Scotia Liquor Corporation*
Halifax, Nova Scotia • June 2023 to Current

- Handled stock.
- Picked and prepared customer orders operating a motorized vehicle (Electric Pallet Jacks).
- Loaded and unloaded trucks and received inbound stock.

Laundry Aide • *Nova Scotia Health Authority thru Compass Group Canada*
Halifax, Nova Scotia • September 2022 to Current

- Collected soiled linens and clothing and pretreated stains.
- Operated laundry equipment and loaded machines, paying careful attention to capacity restrictions.

Post Graduate Intern • *Bahia State Courthouse*

Salvador-BA, Brazil • June 2021 to August 2022

- Worked and managed over 2000 cases.
- Recorded data and maintained source documentation following good documentation practices.
- Performed statistical, qualitative, and quantitative analysis.
- Supported department members with administrative, research and academic assistance.
- Produced legal documents such as briefs, pleadings and appeals.
- Reviewed, edited, and proofread litigation for proper grammar, spelling and punctuation.

Academic Analyst • *UniRuy*

Salvador-BA, Brazil • July 2016 to December 2020

- Managed over 30 graduation courses over two Colleges.
- Demonstrated operational knowledge of Microsoft Office programs such as Excel, PowerPoint, and Outlook.
- Maintained accurate inventory of institution property, equipment, and operational supplies.
- Executed management oversight of integral regulatory functions and operational budgets.
- Supported departmental communication and training program development and implementation.
- Evaluated current processes to develop improvement plans.
- Verified paperwork accuracy and checked for completion prior to processing.
- Organized, reviewed, and filed paperwork for secure recordkeeping.

Legal Analyst • *UniRuy*

Salvador-BA, Bra • September 2014 to June 2016

- Managed over 200 cases for two education companies.
- Handled clerical duties and provided first-level response to phone calls and correspondence.
- Completed 100% of assigned tasks by deadline to prepare legal team for trial and related proceedings.
- Refreshed databases and tracking systems.
- Compiled data and conducted research to draft legal documents for attorneys.
- Created monthly expense reports.