



# HERCULINO M. TROTTA NETO

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herculino-trotta

Ouro Preto, Brazil

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## WORK EXPERIENCE

### Administrative Assistant

#### Fest Trotta

March 2020 – Ongoing      Muriaé, MG, Brazil

- Customer service.
- Sales.
- Delivery management.
- Prospecting of new branches and products.

### Trainee Rapporteur

#### Delegacia de Polícia Civil de Ouro Preto

February 2019 – July 2019      Ouro Preto, MG, Brazil

Generate reports about police investigations in the areas of environmental crimes and criminal acts.

- Report creation.
- Archive control.

### Webmaster

#### Federal University of Ouro Preto

May 2018 – December 2019      Ouro Preto, MG, Brazil

Develop and manage the website estudosdebarragens.ufop.br for the University's project *Rede UFOP de Estudos Sobre as Consequências dos Rompimentos de Barragens*, and gather the necessary data through partnerships, manual researching and web scraping.

### Trainee Conciliator

#### Juizado Especial da Comarca de Muriaé

July 2017 – September 2017      Muriaé, MG, Brazil

Presiding conciliation sections on Brazil's Special Court.

- Conflict resolution.
- Writing minutes for ratification by the magistrate in charge.
- Customer service.

## TECHNICAL SKILLS

- **Languages:** Python, Javascript, Godot Script, Dart, HTML/CSS
- **Frameworks:** Django, Semantic UI, Wordpress, Flutter
- **Operating Systems:** Windows, Linux
- **Tools:** Git, Postman, Microsoft Office, Google Docs, Adobe Photoshop
- **IDEs and Engines:** Pycharm, Webstorm, VSCode, Android Studio, Godot Engine, Unity3D

## EDUCATION

### B.A. in Law

#### Federal University of Ouro Preto

October 2017 – Ongoing

## VOLUNTEER

### Treasurer

#### Association República Kasa Cheia

2020 – Ongoing      Ouro Preto, Brazil

Oversee expenditures and look after the association's fund, making sure their interest is met without losing liquidity.

### Treasurer

#### Association República Tôa Tôa

2018 – 2019      Ouro Preto, Brazil

Oversee expenditures and look after the association's fund, making sure their interest is met without losing liquidity.

## LANGUAGES

Portuguese ● ● ● ● ●

English ● ● ● ● ●

Spanish ● ● ● ● ●

## OTHER SKILLS

- Driving License
- Quick Learner
- Good Communication Skills
- Problem Solving Skills
- Responsible

## INTERESTS

Automation

Game Development

## CERTIFICATES

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Course about Brazil's Legislative Process

Instituto Legislativo Brasileiro

📅 2020

Grade: 92.0/100

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Course Talking about Maria da Penha's Law

Instituto Legislativo Brasileiro

📅 2020

Grade: 91.0/100

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Python (Basic)

HackerRank

📅 2020

*Covering topics like Scalar Types, Operators and Control Flow, Strings, Collections and Iteration, Modularity, Objects and Types and Classes.*

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Javascript (Basic)

HackerRank

📅 2020

*Covering topics like Functions, Currying, Hoisting, Scope, Inheritance, Events and Error Handling.*

## ACHIEVEMENTS

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TOEFL ITP

ETS

📅 2017

647 points.

Level C1: *Proficient English user.*