



HERCULINO M. TROTTA NETO

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herculino-trotta

Ouro Preto, Minas Gerais, Brazil

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WORK EXPERIENCE

Learning Support Assistant

Universidade Federal de Ouro Preto

August 2020 – Present

Remote

Help teachers with the Moodle Platform and other related technologies.

Administrative Assistant

Fest Trotta

March 2020 – Present

Muriaé, 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, Brazil

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

- Report creation.
- Archive control.

Webmaster

Universidade Federal de Ouro Preto

May 2018 – December 2019

Ouro Preto, 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 research and web scraping.

Trainee Conciliator

Juizado Especial da Comarca de Muriaé

June 2017 – September 2017

Muriaé, Brazil

Presiding conciliation sections on Brazil's Special Court.

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

EDUCATION

Law, B.A.

Universidade Federal de Ouro Preto, Brazil

September 2017 – Present

VOLUNTEER

Treasurer

Association República Kasa Cheia

2020 – Current

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



SOFT SKILLS

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

INTERESTS

Disruptive Technologies

Automation

Gamedev

TECHNICAL SKILLS

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

CERTIFICATES

Technical Support Fundamentals

Google | Coursera

📅 2020

Covering topics such as: binary system, computer assembly, choose and install an operating system on a computer, networks, how applications are created and how they work under the hood of a computer, problem-solving methodologies and soft skills in an Information Technology setting.

Python (Basic)

HackerRank

📅 2020

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

Javascript (Basic)

HackerRank

📅 2020

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

Python

Kaggle Learn

📅 2020

This course covers the key Python skills you'll need so you can start using Python for data science.

Intro to Machine Learning

Kaggle Learn

📅 2020

Learning the core ideas in machine learning, and building my first models.

ACHIEVEMENTS

TOEFL ITP

ETS

📅 2017

Level C1: *Proficient English user.*

Certified Educational Smarketing Professional

Rubeus Academy

📅 2020

Smarketing for educational institutions focusing on an individualized relationship.