HERCULINO M. TROTTA NETO

@ herculinotrotta@gmail.com   📞 +55 (32) 9 8899 2043   📍 Ouro Preto, Brazil

🌐 trotta.tk   🔗 htrotta   🔗 eitchtee   🔗 herculino-trotta   🔗 htrotta_

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.
- Costumer 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, Construct3

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 lookout for the association's funds, making sure their interest is met without loosing liquidity.

Treasurer
Association República Tôa Tôa

📅 2018 – 2019   📍 Ouro Preto, Brazil

Oversee expenditures and lookout for the association's funds, making sure their interest is met without loosing liquidity.

LANGUAGES

Portuguese ●●●●●

English ●●●●○

Spanish ●○○○○

OTHER SKILLS

Driving License

Quick Learner

Good Communication Skills

Problem Solving Skills

Responsible

INTERESTS

Automation   Game development

CERTIFICATES

Course about Brazil's Legislative Process
Instituto Legislativo Brasileiro

📅 2020

Grade: 92.0/100

- -

Course Talking about Maria da Penha's Law
Instituto Legislativo Brasileiro

📅 2020

Grade: 91.0/100

- -

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

TOEFL ITP
ETS

📅 2017

647 points.
Level C1: *Proficient English user.*