

CURRICULUM

Jonata Pereira Macedo

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Professional Objective

To work in the administrative or logistics area, contributing with my experience in organizing organization, document scanning, support for internal sectors and skills developed during my during my military service and internship. I'm looking for an environment where I can grow professionally, my discipline and proactivity.

Professional Experience

Administrative Trainee - CIEE / Fire Department (2022-2023)

- Organizing and scanning physical files.
- Supporting administrative routines and filing documents.
- Collaboration with different sectors to optimize processes.
- Basic stock control and office supplies.

Temporary Soldier - Brazilian Army (2024-2025)

- Support in operational and administrative activities.
- Control and distribution of materials and equipment.
- Strict compliance with rules, punctuality and discipline.
- Participation in training and teamwork under pressure.

Academic background

Criminology - Bachelor's Degree (In progress) - Anhanguera University
Anhanguera University Completion date: 2026

High School Completed - East Sector High School Center

Completed: 2023

Courses and certifications

Complete Office Package - 240 hours

Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

Skills and competencies

- Organizing physical and digital documents
- Editing and formatting texts
- Basic stock control
- Notions of logistics and warehousing
- Internal service and administrative support
- Effective communication and proactivity
- Ability to work under pressure and as part of a team
- Discipline and commitment, with experience in military service