

Leandro Marotti

209 East 56th Street, New York, NY 10022
Mobile: (929) 434-5259
E-mail: leandromarotti@gmail.com

Technical Skills:

Software/Application

- MS Office
- Windows 7/10
- MacOS / Unix
- Jupyter Notebook
- Tableau
- MySQL / SQLite
- MS SQL Server
- Android Studio
- Visual Studio

Programing Languages

- HTML
- CSS / Bootstrap
- Javascript
- SQL
- C#
- Python
- Django
- PHP
- Java

Professional Summary:

Highly motivated college graduate with an Associate Degree in Computer Programming and Information Technology. Skilled in software interface design and database management systems. Capable in installing, troubleshooting and supporting operating systems and applications. Proficient in Windows and MacOS platform software configurations. Excellent customer service experience in management at several establishments. Creative, dynamic, detail oriented and capable to multitask.

Experience:

2020-present

Web Developer Intern • GoodNews BroadCast, New York, NY

- Managing, optimizing and editing their WordPress Website content such as articles, pictures and videos.

2003-2015

Sales Manager • Implanta Tecnologia de Segurança, SP, Brazil

- Maintained administrative records for over 600 customers using spreadsheets, databases, and report files
- Managed Accounts Payable and Receivable files, and oversaw daily cash control, prepared bank and credit card deposits
- Processed invoices, purchase orders, credit memos, and payment transactions
- Collected and approved most employee documents
- Renegotiated payment terms with suppliers and clients
- Corresponded via email, mail and telephone collecting on past due accounts, resolving disputes and questions, researching misapplied payments, errors in contracts, and other discrepancies
- Requested information or assistance with business licenses applications
- Identified new products and services, and established retail prices
- Developed and maintained company Web site and Google AdWords
- Created Internet promotions and advertisements
- Interacted with new customers and built relationships with the existing accounts

- Managed sales associates and maintained their monthly commissions using excel spreadsheets
- Elaborated customer projects and contracts, and resolved customer concerns, complaints, and inquiries.

Programming Project Work:

A Partial List of Projects Completed:

- Designed and developed an “Employees Form” which facilitated management of personnel data of employees such as salary, hired date, name, position and type of; the project encompassed design and development of a Visual Studio 2019 interface; and Database was developed using MS Access 2000/XP.
- Designed and developed a “Computer Dictionary” program which allows the user to search words related with the computer technology field; it allows users to add, change and delete words and meanings; it was developed in Visual Studio GUI interface based on C# language and MS Access Database.

Education:

ASA COLLEGE, Manhattan, NY

2019-2020

Associate of Occupational Studies Degree in Computer Programming and Information Technology

UDEMY, Online Bootcamp, United States

2020

“The Data Science Course 2020: Complete Data Science BootCamp” provided by 365 DataScience

UNIVERSIDADE MACKENZIE, São Paulo, SP, Brazil

2000-2003

Bachelor of Business Administration
