

Leticia R. Graeff
Brazil - SC - Florianópolis
☎ +55 48 3024-4489
☎ +55 48 9636-7033
✉ leticia.graeff@gmail.com
✴ [github: legraeff](#)

Education

- ➡ **Course:** International Relations - UFSC (Graduated in 2015).
- ➡ **Course:** IT Management - IFSC (Enrolled).

Professional Experience

- 2016** ➡ **Secretaria do Estado - IT Management**
Position: Intern.
Responsibilities: Support in controlling the hardware inventory, installation and configuration of computers and other equipments, provide assistance to staff members regarding technology issues, manage the used softwares, perform back-ups.
- 2014** ➡ **Comissária Romar - Customs Brokerage**
Position: Intern.
Responsibilities: Assist in operational Responsibilities related to customs clearance, such as document analysis, freight forwarding, tax classification, registration of Declaration of Importation, Registration of Export, Declaration of Export, Import License and customs inspection. Support the financial sector.
- 2013 - 2014** ➡ **UFSC - Patrimonial Management Department**
Position: Intern.
Responsibilities: Transport logistics; Corporate business service; conferencing and controlling material stocks; conferencing and control of entry and exit of the material in storage; support for organizational planning activities; producing official documents.
- 2012 - 2013** ➡ **FIESC - COI Sector**
Position: Intern.
Responsibilities: Assist in the participation and organization of meetings of the energy, logistics and environment boards, assist in research; help controlling, monitoring and filling spreadsheets; assist in the preparation of charts and organizing files.

Skills

- ➡ **Languages:**
 - **English:** Proficient
 - **French:** Advanced
 - **German:** Intermediate
 - **Spanish:** Basic
- ➡ **Windows:** Advanced
- ➡ **Office Package:** Advanced
- ➡ **HTML:** Intermediate
- ➡ **CSS:** Intermediate

Skills (continued)

- ➡ **Javascript:** Basic

Aptitudes and Competences

- ➡ Capable of being organized, taking responsibility and developing good, professional relationships. Extremely interested in developing new skills.
- ➡ **Pesonal goal:** To operate in web and software development and to create interesting and innovative products.