MATEUS DE LIMA RODRIGUES

 Nova Friburgo/RJ, Brazil 23 years old
 Brazilian

 +55 22998633778   E-mail
 Website   GitHub   LinkedIn

Experience

Toyoserra Veículos June 2024 – August 2025 (∼ **1 year 2 months**)
Administrative Assistant *Nova Friburgo/RJ*

- Handled collection and follow-up on overdue invoices and payment slips.
- Negotiated payment terms and reconciliations with insurance providers.
- Developed automation of repetitive administrative tasks using Python and Selenium, significantly reducing manual workload.

Projects

Blog Website — *Python, Django, PostgreSQl* **August 2025**

- A blog website made with the Backend framework Django.
- The DBMS used was PostgreSQL, which is used to save the user posts.
- The Frontend was made with Bootstrap.

RPA Demonstration — *Python, Selenium, Pandas* **September 2025**

- I made this project to demonstrate how to automate repetitive tasks on the web browser in just few lines of code.
- The program opens a web browser and goes to a specific website with a forms pending fullfilment.
- The content to fill the form is read from a spreadsheet, the execution ends when the last line of the spreadsheet is sent through the forms.

Education

Uniceusmar March 2025 – present (∼ **1 Year Left**)
System Analysis and Development *Nova Friburgo/RJ - Brazil*

Skills

Languages: Native: Portuguese — **Advanced**: English

Technologies: Rest APIs, Automation, Relational Databases, JWT Authentication, Linux

Developer Tools: Insomnia/Postman, Docker, Git, Selenium, Linux

Frameworks: Django, Flask