

Arthur Teixeira Alves Maciel

Age: 18

Personal Information

Email: arthurteixeiramaciel@gmail.com

Nationality: Brazil

Phone: +55 (67) 9.8119-4697

Address: Rua Manoel Miranda Silva, Engenhoca, 24110-467, Rio de Janeiro, Niterói, Brazil

Personal Website/Blog: Instagram: @alvesmaciell

Objective

Administrative Assistant Apprentice

Professional Summary

- Ability to identify and solve technical problems quickly and efficiently.
- Organization and attention to detail in task execution and documentation.
- Strong communication skills for customer service and technical support.
- Teamwork skills, contributing to the company's success.

Education

- High School Diploma with Vocational Training
- Technical Degree in Internet Computing - SENAI (Completed in December 2024)

Other Objectives

- Salary Expectation: Around R\$1,800.00 (BRL)
- Preferred Work Location: Niterói/Rio de Janeiro/BR (Willing to work in nearby cities)

Additional Information

- Computer assembly and maintenance.
- Installation and configuration of Windows and Linux operating systems.
- Configuration of local networks (LAN) and Wi-Fi.
- Diagnosis and resolution of basic hardware and software issues.

- Productivity tools: Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic programming knowledge: Python, PHP, HTML, CSS, and JavaScript.
- MySQL databases (simple queries and basic structure).
- Fundamental concepts of information security.
- Basic technical support skills.

Last updated: 12/23/2024