

NATHÁLIA ANTUNES DA SILVA

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Brazil

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EDUCATION

Bachelor in Library science

Universidade Federal Fluminense (UFF) - Brazil

Studying the 4th period in Archive Science

Universidade Federal Fluminense (UFF) - Brazil

EXPERIENCE

Archive and Protocol Intern

Imprensa Oficial do Estado do Rio de Janeiro - IOERJ

Feb. 2021 – Presente Niterói - RJ, Brazil

- Attendance to users (employees and external public);
- Ordering of functional folders and processes;
- Spreadsheet control and assistance in protocol activities;
- Electronic document management through SEI;
- Indexing of subject matters in processes;
- Contract management carried out by IOERJ.

Library science Intern

Tribunal Regional Federal 2ª Região - TRF 2

Jan. 2019 – Jan. 2021 Centro - RJ, Brazil

- Customer service to users (Servers, trainees and external public);
- Digitalization of documents;
- Inclusion, indexing, cataloging and classification of bibliographic materials (UDC);
- Inclusion of the Electronic Federal Justice Daily, Official Gazette of the Union and the Internal Bulletin in the SophiA software;
- Organization of the collection (UDC);
- Conducting research on doctrine, legislation, jurisprudence and bibliography;
- Technical processing;
- Inclusion of judicial news in the library's website (Wordpress);
- Canva art creation tool.

Library science Intern

Universidade Federal Fluminense

Jan. 2019 – Jan. 2021 Centro - RJ, Brazil

- Assistance to users (undergraduate and graduate students and professors);
- Assistance in bibliographic research;
- Collection organization (CDD)
- Technical processing of the bibliographical collection;
- Cataloguing and minor repairs to collections;
- Feeding of institutional repositories;
- Realization of activities with the Pergamum system;
- Organization of activities related to cultural action in libraries;
- Updating the BGQ blog and creating artwork for library events;
- Assisting in the organization of workshops on academic work normalization.
- Art creation for social networks (Instagram and Blogger).

COMPLEMENTARY TRAINING

- Studying Intermediate English at Cultura Inglesa.
- Studying Microsoft Excel: Complete professional training at Udemy.
- Course in Customer Service Fundamentals at LinkedIn Learning
- Interpersonal Communication Course at LinkedIn Learning
- Course: Certification of Lean Six Sigma White belt at FM2S Education and Consulting.
- Course on the General Law of Data Protection at Bradesco Foundation.
- Course on Interpretation of ISO 9001 at Docnix.
- Course on design thinking at Echos
- Course on Management and Organization of Engineering and Architecture Documents at CONARQ.
- Knowledge in text editing application (Word and Google Docs) and slide editing (Canva, PowerPoint and Google Slides).

ADDITIONAL INFORMATION

- Student awarded by the Academic Recognition and Honorable Mention edict of the Universidade Federal Fluminense.
- Student selected by the Ibero-Americanas 2019 call for applications from Banco Santander.
- Student assistant of Cultural Anthropology, in 2017, taught by Prof. Dr. Gleice Maria Mattos de Vasconcellos Luz, in which she performed the following activities: Review of slides; Academic reinforcement in person and distance learning; Reading and discussion of texts.
- Teaching Information Policies, from Jul. 2021 to Jan. 2022, under the supervision of Prof. Dr. Joaci Pereira Furtado.

LANGUAGES

Portuguese - Native
Inglês

