



BEATRIZ SILVEIRA

SOFTWARE ENGINEERING STUDENT

EXPERIENCE

IT Clerk June 2021 – today
AWO Kreisverband München-Land e.V., Munich

- Database Management
- Contact person for questions from employees regarding database use
- Create invoices
- Apply for and manage subsidies

Front-end Web Developer Internship October 2023 – December 2023
Dreher.Media GmbH, Munich

- Structuring and layout adjustments in Webflow
- Adding interactive elements
- Optimizing responsive design

Front-end Web Developer Internship May 2023 – September 2023
Witt-Gruppe GmbH, Munich

- Active participation in the development of front-end functions
- Store platform further development
- Development of functions to improve the user experience

Business Development Working Student October 2022 – April 2023
OpenUp GmbH, Munich

- Maintaining and expanding contacts
- Researching, identifying and contacting potential customers
- Tracking product developments and trends within the industry
- Identification of new markets

Office Assistant February 2021 – June 2021
Montessori Preschool, Munich

- Correspondence - creation of letters, notices, etc.
- File management and filing
- Accounting

Project Management Internship December 2020 - January 2021
Goldberg, Munich

- Process orders and invoices
- Properly record receipts, document costs
- Checking the products and preparing for the photo shoot

Early Years Educator September 2020– December 2020
Initiativgruppe e.V., Munich

- Maintain and manage personnel files
- Record applications for the authority
- Individual advice for families

Nursery School Teacher September 2019– August 2020
Haus für Mutter und Kind München gGmbH, Munich

- Individual advice, guidance and support for families
- Record applications for the authority
- Implementation of educational offers

CONTACTS

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 github.com/silveirabeatriz

EDUCATION

SOFTWARE ENGINEERING (B. Sc.)
Cruzeiro do Sul, Fernstudium
2021 – today

EDUCATOR
Fachakademie für
Sozialpädagogik, München
2017 – 2020

GERMANISTICS
UFSC, Florianópolis
2014 – 2015

ABITUR
Colégio Solução, Florianópolis
2005 - 2007

COMPETENCES

- Flexibility
- Perceptiveness
- Willingness to learn
- Reliability
- Ability to work in a team

IT SKILLS

- Windows, MacOS
- Microsoft 365
- HTML
- CSS
- JavaScript
- React
- Git
- Scrum
- Jira
- Figma

ADDITIONAL

- Class B driver's license

LANGUAGES

PORTRUGUESE

Mother tongue

DEUTSCH

Fluent language level

ENGLISCH

Fluent language level

SPANISCH

Basic knowledge

Training as an Early Years Educator Montessori Kinderhaus am Harras, Munich

September 2017– August 2019

- Educational care, support and guidance for children
- Observation and documentation of children's education and development processes
- Participation and involvement in team meetings

Commis de Rang Hutong Gastronomie GmbH, Munich

March 2015 – August 2017

- Catering for guests
- Reservation service
- Reception service

Marketing Assistant Designagentur Maquinaviva, Brasilien

June 2012 – December 2014

- Customer service
- Social Media Management
- Perform analysis and create reports
- Coordination of print and multimedia production

Director Assistant Grupo Nomura, Brasilien

March 2009 – May 2012

- Preparation of analyses, organization and implementation of regular inventories
- Training of new employees
- Organization of events and business trips

ZERTIFIKATE

The Complete 2022 Web Development Bootcamp Udemy

June 2021 – March 2022

Fundamentals of programming Estudonauta

August 2021

Programming logic Digital Innovation One

June 2021