



BEATRIZ SILVEIRA

SOFTWARE ENGINEER

EXPERIENCE

- Data Entry Specialist** June 2021 – today
AWO Kreisverband München-Land e.V., Munich
- Efficiently manage database administration tasks, ensuring smooth operations and data integrity.
 - Act as the primary point of contact for employee inquiries regarding database usage, providing timely and effective support.
 - Facilitated seamless onboarding processes for new employees by providing comprehensive training and guidance on database usage.
- Front-end Web Developer Internship** October 2023 – December 2023
Dreher.Media GmbH, Munich
- Implemented structural and layout adjustments using Webflow, enhancing website aesthetics and functionality.
 - Integrated interactive elements to improve user engagement and experience.
 - Optimized responsive design to ensure seamless performance across devices.
- Front-end Web Developer Internship** May 2023 – September 2023
Witt-Gruppe GmbH, Munich
- Independently developed frontend features, contributing to the enhancement of user interface and experience.
 - Strategically planned and refined user stories to align with project objectives.
 - Provided ongoing maintenance and support for IT systems, ensuring optimal performance.
- Business Development Working Student** October 2022 – April 2023
OpenUp GmbH, Munich
- Cultivated and expanded client relationships through proactive communication and relationship management.
 - Conducted comprehensive research to identify and reach out to potential customers, driving business growth.
 - Monitored industry trends and product developments to identify new market opportunities.
- Administrative Assistant** February 2021 – June 2021
Montessori Preschool, Munich
- Managed correspondence, including the drafting of letters and notices.
 - Maintained accurate records and organized document filing systems.
 - Conducted thorough document reviews to ensure completeness and accuracy.
- Project Management Internship** December 2020 - January 2021
Goldberg, Munich
- Communicate with clients, ensuring seamless project execution.
 - Effectively captured and documented expenses, ensuring proper cost allocation.
 - Conducted quality control checks on products and prepared them for photoshoots.
- Early Years Educator** September 2020– December 2020
Initiativgruppe e.V., Munich
- Managed and maintained personnel records, ensuring compliance with regulations.
 - Facilitated the processing of applications for government agencies.
 - Provided personalized guidance and support to families, addressing their individual needs.

CONTACTS

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EDUCATION

SOFTWARE ENGINEERING (B. Sc.)
UNIFRAN, Fernstudium
2021 – 2024

EDUCATOR
Fachakademie für
Sozialpädagogik, München
2017 – 2020

GERMANISTICS
UFSC, Florianópolis
2014 – 2015

HIGH SCHOOL
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
- Python
- Git
- Scrum
- Jira
- Figma

ADDITIONAL

- Class B driver's license

LANGUAGES

PORTRUGUESE

Native

DEUTSCH

Fluent

ENGLISCH

Fluent

SPANISCH

Basic

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

September 2017– August 2019

- Delivered tailored counseling and support services to families, fostering a positive environment.
- Observation and documentation of children's education and development processes.
- Handled administrative duties, including the processing of government applications.

Commis de Rang Hutong Gastronomie GmbH, Munich

March 2015 – August 2017

- Catered to guests' needs, ensuring a memorable dining experience through attentive service.
- Managed reservations and reception duties, optimizing guest satisfaction and operational efficiency.

Marketing Assistant Designagentur Maquinaviva, Brasilien

June 2012 – December 2014

- Provided exemplary customer service, building strong client relationships and ensuring satisfaction.
- Managed social media platforms, engaging with the audience and enhancing brand visibility.
- Conducted market analysis and generated reports to inform strategic decision-making.
- Coordinated print and multimedia production projects, ensuring timely delivery and quality standards.

Director Assistant Grupo Nomura, Brasilien

March 2009 – May 2012

- Prepared comprehensive analyses and facilitated regular inventory management processes, optimizing operational efficiency.
- Trained new employees, ensuring a smooth onboarding process and maintaining high performance standards.
- Coordinated events and business trips, handling logistics and ensuring seamless execution.

ZERTIFIKATE

Web Development ReDi Digital School

März - Juni 2024

The Complete 2022 Web Development Bootcamp Udemy

March 2022

APIS Python and Django Codar.me

Januar 2022

Fundamentals of programming Estudonauta

August 2021

Programming logic Digital Innovation One

June 2021