

# Alexandre Teixeira

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## WORK EXPERIENCE

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### Self-Employed Lawyer

**Jan. 2023 – Present**

*General Lawyer*

*Medianeira, PR, Brazil*

- As a Self-Employed Lawyer, I oversee my core strategies, marketing, fundraising and client relationship. I analyze clients' necessities and give them proposals of my products, like legal support, filing lawsuits and such.
- As General Lawyer, I need to study on daily basis new subjects and I have to know what are my clients' needs, so, one thing that sets me apart is my ability to quickly learn new skills and subjects, giving detailed guidance on the subjects covered.
- As a product seller (my product is legal counseling), I have to possess the communication skills to convince the customer that my product is better than the competitor's, making the client sign a contract with me.
- Agenda organization, paperwork management and work optimization are important features of the job, together with financial control of the office expenses.

### Building Manager

**Jan. 2019 – Present**

- As a building manager, I implemented streamlined processes for tracking and managing building expenses, resulting in improved financial transparency and accountability.
- I coordinate with external vendors and service providers, negotiating contracts and monitoring performance to ensure service quality and cost-effectiveness.
- Developed and maintained a comprehensive filing system for building documentation, ensuring easy retrieval and compliance with regulatory requirements.

### Paraná Court of Justice

**Oct. 2018 – Jan. 2023**

*State Process Server*

*Matelândia, PR, Brazil*

- As a Process Server in Brazil, I executed judicial writs like search warrants and such.
- One of my main responsibilities was driving to peoples address and serve them with summons to court and lawsuits.
- Talking and giving legal advice for those needed were some of my daily tasks on the job.

## EDUCATION

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### UNINTER University

**January, 2024 – June 2026**

*Bachelor of Science, Information Technology*

*Medianeira, PR, Brazil*

### UDC Medianeira

**December, 2020**

*Law School*

*Medianeira, PR, Brazil*

- Brazilian Lawyer Number OAB/PR nº 119.747.

### UTFPR – Campus Medianeira (Federal University of Technology – Paraná)

**December, 2015**

*High School with Chemistry Technician*

*Medianeira, PR, Brazil*

## CERTIFICATIONS, SKILLS & INTERESTS

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- **Certifications:** C2 Proficient in English Language by EF Standard English Test (EF SET), HTML, CSS and JavaScript by FreeCodeCamp.
- **Hard skills:** C2 Proficiency in English and Spanish languages; Professional-level Google Suite and Microsoft Office, HTML, CSS, JavaScript, ReactJS, NextJS, NodeJS;
- **Soft skills:** teamwork; communication; general technology;