



GOALS

Student of Systems Analysis and Development, seeking a position in the technology field where I can apply my skills in logic, problem-solving, and user experience. I have a strong interest in technology and am committed to continuous learning. I am eager to contribute to innovative projects and add value to the team with my quick learning ability and dedication.

EDUCATION

Systems Analysis and Development

Feevale | Currently enrolled | 5th semester
2023 – 2025

Physical Education

Anhanguera Educacional | Completed
2019 – 2022

SKILLS

- Knowledge of HTML & CSS.
- Knowledge of Figma and Adobe Photoshop.
- Experience with SAP Concur.
- Advanced level of English.
- Effective communication.
- Teamwork.
- Ability to identify and solve problems efficiently and creatively.
- Ability to quickly adapt to changes in the work environment and new technologies.
- Continuous learning.
- Ability to handle multiple tasks and deadlines simultaneously without losing focus or work quality.

PROFESSIONAL EXPERIENCE

Accounts Payable

Arezzo&Co - International Business | Dec/2023 - Present

- I keep close contact with the international market and brand managers of the group abroad.
- Responsible for credit card reconciliation, ensuring exact matching between statements and internal records.
- I manage credit limits, monitoring and ensuring proper utilization according to credit policies.
- I perform expense reclassification, ensuring correct allocation to cost centers and appropriate accounts.
- I input expenses into the system, in addition to performing bank reconciliation and intercompany activities.
- I use the SAP Concur system to manage credit card and invoice-related issues, recording all operations in the management system.

Accounts Receivable

South Bike | Mar/2021 - Dec/2023

- Responsible for credit analysis, customer registration, negotiations, and billing.
- Interaction with clients nationwide to provide support on banking platforms.
- Data entry and updates in the Sidcom system. Management of debt reports, financial modifications, and invoice verification.
- Collaboration with leadership to monitor daily goals for delinquent clients and cash flow.
- Contribution to the company's financial stability and customer satisfaction.

Course Instructor

Instituto Mix de Profissões | May/2018 - Feb/2021

- I guided students in various subjects, including Computer Operator, Graphic Designer, English, and Administrative Assistant.
- I worked as IT support, involving network configuration and maintenance of interactive course platforms.
- I assisted the finance department by managing payments and contracts in the system.
- I contributed as a Digital Media Assistant, creating and publishing content on social media, with a focus on lead generation."

CERTIFICATIONS

Complete JavaScript

Origamid | Currently enrolled - 2025

UI Design for Beginners

Origamid | Complete - 2024

Complete Web Design

Udemy | Complete - 2023