

Luiz Carlos Gomes Cabral

20 Years Old

Professional Experience

[11/2019 – 02-2020] • General Assistant • D'Augusta Restaurant

Customer service at the counter, learned cash flow management, grasped front-of-house routines, including kitchen stock organization.

[08/2021 – 01-2022] • Office Assistant • Casa Bela Móveis e decorações

Document handling, Excel spreadsheet creation, document typing, telephone answering, image manipulation.

[11/2022 – 08/2023] • Administrative Assistant • Do Tomate

Retail, data analysis, event planning, analytical skills, financial administration, inventory management, administrative support, production flow coordination and monitoring, accounts payable control, bank reconciliation, invoicing, document management, materials quoting, order delivery flow, Microsoft Excel, Microsoft Word, email management.

[09/2023 – 11/2023] • General Administrative Assistant • Wefix

Development of spreadsheets for average cost and weighted average analysis, reading and understanding of Kardex, price and inventory control, Windows technical support and printer maintenance, typing and checking quotes, creation of intuitive manuals for onboarding new members to the internal system, identification of optimization opportunities in the system, and creation of strategic reports. Intermediate Excel skills for data analysis, report and instructional manual creation, experience in management systems and support.

[01/2024 – 03-2024] • Customer Experience Coordinator • B2X Care Solutions (Samsung)

Specialized technical support for customers, guidance, and resolution of issues related to device configurations, technical assistance focused on Samsung device software, customer service, diagnosis of hardware-related device issues.

Contato



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Education

- State School Erico Verissimo, Guarulhos – SP

Completed High School

- ENIAC Computer Engineering, currently in the 4th Semester of Higher Education

Extra-curricular Courses

- FISK, Presidente Epitácio, SP
- English True, Guarulhos, SP
- Senai Roberto Simonsen, Brás, SP
- Internet Computing Technician
- Intermediate English

Professional training

HTML5, CSS3, JavaScript, NodeJS, Json, Angular, Excel, Word, PHP, Python, PowerPoint, Photoshop, Illustrator, Sony Vegas, Kali Linux, Typing Speed: 113WPM (maximum) and 100WPM (average)

- Conversação em Inglês Intermediário
- Escrita em Inglês Avançado

References

- Cleber Rodrigo Marques, Proprietário, **D'Augusta Restaurant**, (11) 94767-0637
- Geraldo, Manager, **Casa Bela Móveis e Decorações**, (11) 94614-2326, (11) 98554-8004
- Renato Sobreira, Owner, **Do Tomate**, (11) 96476-3508
- Maria Elisa, Administrative Responsible, **Wefix**, (11) 98339-6885
- Kayo Faustino, Supervisor, **B2X Care Solutions (Samsung)**, (11) 98583-1569
- José Augusto Vieira, Owner and School Professor **True English** (11) 98673-0049