

# VICTOR CAPELLA



Toronto - ON

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[/victorcapella](#)



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## QUALIFICATIONS

- Javascript, HTML, CSS, JQuery, React, Node.js, SQL, MongoDB and GitFlow
- Bootstrap, Bulma, TailWind
- Strong organizational, time management, analytical and communication skills
- Prioritize tasks in a fast-paced environment, handling conflicting demands and priorities within tight deadlines
- Advanced knowledge in Microsoft Office: PowerPoint, Word, Excel
- Fluent in Portuguese and English

## EDUCATION

### UNIVERSITY OF TORONTO

**Full Stack Web Developer  
Coding Bootcamp**

SEP 2021- NOV 2021

Full-time bootcamp teaching in-demand skills through a market-driven curriculum that includes: HTML, CSS, JavaScript, jQuery, React.js and Node.js.

### GEORGE BROWN COLLEGE

**Mechanical Engineering  
Technology Design**

SEP 2017 - APR 2020

Three-year Mechanical Engineer advanced diploma program focusing on the process automation and control, precision machining and design functions that can be found in industries as diverse as automotive, aerospace, robotics, biotechnology, and energy.

### CENTRO UNIVERSITÁRIO ESTADUAL DA ZONA OESTE (UEZO)

**BA in Production Engineering**

AGO 2008- DEC 2014

Five years bachelor's degree in engineering with emphasis in industrial and production. Throughout my graduation I co-founded a Jr. Company called UEZO Jr. Consultoria, a company that offers consulting services for business management and process mapping.

## EXPERIENCE

### Pink Martini Collection

*Administrative Assistant*

AGO 2019 - Current

- Set-up and maintain manual inventory counting warehouse and stores products and updating the digital inventory systems using excel, apparel magic and shopify
- Prepare and edit invoices for e-commerce and wholesale orders for national and international shipping
- Order office supplies including boxes, printer ink, plastic bags, tape among other necessities of the office; and maintain warehouse inventory: organize and update stock products in the companies' system
- Open and distribute incoming regular and electronic mail
- Dispatch mail and company goods, including women's apparel, accessories and shoes based on request

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## Hificiti

*Administrative Assistant*

OCT 2017 - JUN 2018

- Sales controll for the store
- Generated claims for supplier's refund
- Organized sales and buyer's receipts
- Managed purchases and inventory control

## IRB Brasil RE

*Reinsurance Underwriter*

JAN 2015 - AGO 2017

- Analyzed aviation risks
- Examined and reported financial results for transportation business (Cargo, Marine and Aviation)
- Responsible for creating monthly/quarterly/annual presentations covering financial results for the business
- Supported strategic development in the business aviation field
- Developed a tool to map the risks exposure, which helped the aviation underwriters to make decisions about risks

## Michelin

*Budget Controller*

MAY 2012 - JUN 2014

- Analyzed and followed general daily expenses of the factory
- Estimated and administered funds for small projects and annual budget planning
- Estimated of expenses for annual budget planning development
- Developed Excel spreadsheets for cost controls
- Produced raw material invoices and inventory

## Morganite Brasil

*Production Engineer*

JAN 2011 - OCT 2011

- Updated reports regarding production
- Reported emission about scrap, raw material consumes and unconformity reports
- Reported times when the production stopped and its reason (downtime analysis)
- Daily checked total material production
- Production level control by shifts
- Analyzed the number of rejected products, identified the causes, and submitted the results to quality control
- System update according to daily productions
- Utilized Excel spreadsheets to update all reports

## EXTRACURRICULAR ACTIVITY

### GEORGE BROWN COLLEGE

**Math Tutor**

SEP 2018 - AGO 2019

Supporting service to assist students individually or in groups to develop their math skills. Duties included assistance with assignments, follow up with the students and identifying areas of improvement.