

JEANLUIZ FERREIRA PORTO MONTEIRO

PERSONAL INFORMATION

Telephone: +55 61 3346-1773 Cell Phone: +55 61 98102-4948

monteiro.jean@hotmail.com / [linkedin.com/in/jeanluis-ferreira-porto-monteiro-a19185105](https://www.linkedin.com/in/jeanluis-ferreira-porto-monteiro-a19185105) /
<https://github.com/zitchu> / <https://portfoliojeanluis.netlify.app/>

EDUCATION

Graduate studies:

MBA in Marketing and Digital Communication at *Instituto de Educação Superior de Brasília – IESB* [Brasília's Higher Education Institute]. Conclusion in 2016.

Undergraduate studies:

Bachelor's degree in Librarianship at *Universidade de Brasília – UnB* [University of Brasília], Conclusion in 2012.

System Development and Analysis at Instituto de Educação Superior de Brasília – IESB [Brasília's Higher Education Institute]. Conclusion in 2024

WORK EXPERIENCE

January 2023 – July 2024:

Loup Contábil [Accounting Firm], Brasília, Brazil.

Front-End Developer Intern

MAIN RESPONSIBILITIES:

- Front-end Development
 - Web applications using React JS, creating user interface and experience;
 - Implemented responsive design principles to ensure applications were mobile-friendly and accessible;
 - Code maintained using version control system GIT.
- Networking and Systems;
 - Creating and management of network configurations for internal applications;
 - Use of network protocols, security practices and troubleshooting techniques;
 - Assisted maintaining server health and training of employees;
- Back-end Development
 - Hands-on experience with python for development tasks;
 - Explored and trained with python automations like pyautogui;

June 2013 – September 2019:

IPEA - Instituto de Pesquisa Econômica Aplicada [Applied Economics Research Institute], Brasília, Brazil.

Librarian

MAIN RESPONSIBILITIES:

- Selection policy for the IPEA Library;
- Searching and cataloging books and journals;

- Submission, review and maintenance of the institutional repository (Digital Repository);
- Coordination of groups in events and workshops (book publishing);
- Innovation projects: prospective scenarios for 2050 libraries (technologies, policies and partnerships);
- Customer service for Reference Service (search, location, loan, lease) digital library.

November 2012 – May 2013:

IPEA - Instituto de Pesquisa Econômica Aplicada [Applied Economics Research Institute], Brasília, Brazil.

Document Manager Intern

MAIN RESPONSIBILITIES:

- Indexing;
- Comparative analysis between different data basis thesaurus;
- Unification of vocabularies from the libraries of *IPEA* and of the *Rede Virtual de Bibliotecas do Congresso Nacional* - RVBI [Virtual Network of the National Congress Libraries].

SKILLS AND QUALIFICATIONS

- Language skills:
 - English: proficient
 - Russian: intermediate
 - Spanish: basic

ADDITIONAL INFORMATION

- Extensive experience and knowledge of Thesaurus and Controlled Vocabulary with control and adaptation of indexing;
- Ability to submit and review the Institutional Repository with Cataloging and Classification;
- Application by Design Thinking method to generate Prospective Scenarios, conducting brainstorming and other Digital Marketing techniques for social networks and **planning**;
- Experience in Reference Service and Administrative Services **serving** users and researchers from different institutions;
- Creativity and dynamism for crisis management and solution generation;
- Commitment and punctuality; Learning and continuous improvement. Publicação do Livro "Biblioteca do Século XXI: desafios e perspectivas" (Introdução)
- IPEA – 2017, Brasília - DF.
- Organization in cultural and learning events and workshops:
 - Bibliothinking 2050: Cenários Futuros para as Bibliotecas da Administração Pública [Bibliothinking 2050: Future Scenarios for Public Administration Libraries] - 2019
 - Café do Conhecimento [Knowledge Coffee]: the Ipea Observatory for Knowledge Management and Innovation in Public Administration (OIGC) - 2018
 - Workshop: Scientific and technological environment and ICTs - 2018
 - Workshop: Bibliothinking 2050: production and services - 2018
 - Workshop: Training, performance and career of the information professional - 2018
- Projeto Biblioteca do Século XXI: sistema de cenarização [21st Century Library Project: **scenarization** system] - 2018
- Indexação: Aspectos Teóricos e Práticos Index: Theoretical And Practical Aspects (RVBI) Institute of Economic and Applied Research (IPEA) - Hours: 20 - 2013, Brasília - DF.
- Adobe Photoshop / Acrobat
 - Escola Técnica de Brasília [Brasília Technical School] (ETB) - Hours: 40 - 2008, Brasília - DF.