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Skills

- SQL (SQLite) and database structuring with MongoDB
- Version control proficiency (Git, GitHub, SVN)
- Team collaboration using SCRUM and Agile methodologies
- Data analysis/Business analytics skills with Power BI, R, Python, and Excel
- Efficient integration of distributed systems through REST API
- Familiarity with cloud storage concepts and development using AWS
- Advanced HTML, CSS (Sass), JavaScript, and jQuery skills
- Proficiency in Python, Java, and Bash Scripting
- WordPress development experience
- Effective documentation and process creation
- Adaptable and quick learner with a positive, proactive approach
- Strong analytical and problem-solving abilities
- Bilingual proficiency in English and Portuguese



Academic experience

- **Master of Information Technology** | 07/2021 to 06/2023
The University of Western Australia

Gained expertise in applying IT methodologies, foreseeing industry trends, and utilizing emerging technologies, including cloud computing and agile web development. Developed skills in Relational Database Management Systems, Software Requirements and Design, Software Testing and Quality Assurance and more.

- **Bachelor's Degree in Digital Design** | 01/2009 to 12/2012
University Anhembi Morumbi (Brazil)

Focused on crafting screens for digital devices and developing expertise in user experience, interface design, digital operations, audiovisual content production, programming functionalities, and digital marketing. Proficient in research methods, project methodology, and interface design.



Work experience

Office Assistant

08/2021 – 10/2022

Fyme

Perth, WA – Australia | www.fyme.com.au

Agency specializing in student visa applications and enrollment services.

- Creating manuals for company procedures
- Research and implement platform improvements
- Developing forms and other tools to automate client communication
- Provide support to customers
- Verification of documents
- Tools: Edvisor, Excel, JotForm, Google Drive

At Fyme, I took charge of monitoring procedures and researching/implementing solutions to streamline internal processes, such as creating a client analysis spreadsheet. Additionally, I developed forms that simplified and automated document collection and information gathering from clients, significantly increasing the company's capacity to serve more students. Moreover, I was responsible for implementing enhancements to the CRM system (Edvisor) to ensure it aligned more effectively with the company's current needs and objectives.

Front-end developer

07/2017 – 03/2019

Infracommerce

Sao Paulo, SP – Brazil | www.infracommerce.com.br

Full Commerce leader, providing integrated solutions to accelerate digital sales in Brazil and Latin America through technology, services, and innovation.

- Development and implementation of e-commerce websites
- Working in a SCRUM team with stakeholders to refine and meet the requirements
- Make corrections and updates on the websites
- Maintain version control of files
- Document the development of new features
- Language: jQuery, JavaScript, HTML, CSS, SASS, PHP, Git
- Software: Visual Studio, Jira Software, GitHub, SVN (Subversion), FileZilla, Adobe Suite

I started as a junior developer at the company, initially focusing on bug fixing for e-commerce and CMS. After a brief period, I transitioned to the development team, where I implemented layouts and solutions based on project requirements. Utilizing the company's CMS, I emphasized creating reusable solutions. I consistently documented and version-controlled code using Git and SVN, ensuring thorough supervision before deployment. Later, I assumed the responsibility of overseeing the junior development team for several months. Collaborating with the team and Scrum Masters, I closely monitored project progress, actively researched and implemented new tools and features to enhance our development process and maintained direct communication with the product owner to understand and refine requirements.

Front-end developer Jr.

12/2014 – 08/2016

MZ Group

Sao Paulo, SP - Brazil | www.mzgroup.com.br

Global leader in Investor Relations and Financial Communication solutions.

- Website development
- Promote improvements in the methods used
- Refinement of customer requirements
- Promote tests to verify the functioning of the website on different devices
- Languages & Tools: HTML, CSS, JavaScript, PHP, WordPress, FileZilla, Adobe suite

At MZGroup, I had the opportunity to enhance my programming skills by working as a developer and was responsible for creating websites for clients. This role involved interpreting and implementing client requirements and collaborating closely with the design team. Moreover, I actively sought to incorporate interactive and immersive elements to represent information, particularly for institutional websites.

Digital Media Internship

03/2010 – 03/2012

AutoData

Sao Paulo, SP – Brazil | www.autodata.com.br

Communication company specialized in the national and international automotive sector, developing publications including magazines, guides, and more.

- Perform maintenance and update on the company website
- Assist in the creation and editing of images, banners and mailings.
- Preparation of the digital files for the digital version of the magazine
- Languages & Tools: HTML, CSS, JavaScript, PHP, WordPress, FileZilla, Adobe suite

During my time at AutoData, I directly collaborated with the design team and journalists, which improved my teamwork and requirements interpretation skills. My responsibilities included maintaining the website up-to-date and developing various assets such as banners and marketing emails. Additionally, I was responsible for adapting the magazine's graphic design for the digital version.

Computer Instructor

08/2007 – 06/2008

AllNet

Sao Paulo, SP – Brazil | www.allneteducacao.com.br

Educational institution offering programs in Technology, English, and Business Management.

- Instructing web development classes and Microsoft Office suite, including advanced Excel classes
- Monitoring, evaluating and providing additional support to student
- Contributing insights and feedback to improve teaching methods and overall effectiveness
- Language & Tools: HTML, JavaScript, Adobe Suite, Microsoft Office Suite

I had the opportunity to teach web development classes, covering a comprehensive range of technologies such as HTML and JavaScript. I provided instruction on the Microsoft Office suite, including advanced Excel classes. This period allowed me to enhance my interpersonal and didactic skills and develop the ability to multitask and prioritize tasks effectively. I actively monitored and assessed student progress, offering additional support when necessary, and collaborated with colleagues in evaluating instructor performance.



Licenses & certifications

- **Coding Workshops** | current | SheCodes
Gaining skills in HTML, CSS, JavaScript, React, Bootstrap, Flexbox, and GitHub for dynamic, responsive web development.
- **Emotional intelligence** | 05/2020 | Escola Conquer
Enhanced self-awareness, adept problem-solving, and resilient adaptability, fostering confidence and effective performance under pressure for goal achievement.
- **SCRUM Fundamentals Certified** | 09/2018 | SCRUMstudy
Scrum Fundamentals Certified with deep understanding, affirming foundational knowledge for project success and Scrum proficiency.
- **Git and GitHub** | 10/2018 | Udemy
Explored Git concepts, emphasizing collaborative development with branches and GitHub. Proficient in Visual Studio Code and conflict resolution.
- **Interface Mobile** | 10/2015 | iai? Instituto de Artes Interativas
Explored techniques for prioritizing user experience, including mapping interactions and identifying patterns in layout development.



References

Rachel Cardell-Oliver

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