

Caio Guilherme da Silva



DEVELOPER FRONT-END

+ 55 (13) 98171 - 8080

caioguilhermedasilva1@gmail.com

<https://github.com/thecaiodasilva>

<https://thecaiodasilva.github.io/Personal-Portfolio/>

OBJECTIVE

Have the opportunity to develop myself professionally, putting into practice aspects covered in the courses' classes. Do good team work, thus collaborating with my professional growth and with the institution in which I was engaged.



FORMATION

- ETEC Aristóteles Ferreira

Technical Education: technician in construction design

Graduation Start Date: 01/ 2018

Graduation End Date: 09/2019



PROFESSIONAL EXPERIENCE

Clerk Typist | Guarujá city government

Guarujá - October 2015 - November 2021

- Typed word and pdf documents with 150 WPM and 0,3% error rate.
- Answered and routed incoming calls and took messages when personnel were unavailable.
- Responsible for patient attendance and scheduling, control of files, document management, preparation of spreadsheets and general reports and support to senior management, working with a focus on excellence in services provided. I was responsible for the front line care at Covid-19, participating in the vaccination campaign, creating strategies and logistics together with my co-workers to better serve the population.



SOFT SKILLS

- Good Communication
- Focus on results
- Teamwork
- Proactive
- Resilience
- Design
- Photograph
- Creativity
- Autonomy
- Critical thinking

SOFTWARE/SKILL

- AutoCAD
- Adobe Photoshop
- Adobe Illustrator
- Adobe Photoshop Lightroom
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- HTML5/CSS3
- JavaScript
- Visual Studio Code