

# Gustavo Marinho da Silva Mendes

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São Paulo / SP - Brazil

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## Professional Summary

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Professional transitioning into the Information Technology field, with over 5 years of experience in the workforce, primarily in administrative roles. Seeking a first opportunity as an intern or full-time team member in IT, where I can apply my skills and contribute to the company's growth. Proficient in system maintenance, database management, spreadsheet development, XML file handling, and programming in Java, Python, C#, and C, with additional experience in customer service and technical support.

## Professional Experience

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### Administrative Assistant II

September 2022 - Present

#### Femme - Women's Laboratory - São Paulo

- Financial support, including issuance of invoices and general research
- Calculation of taxes and withholdings
- Resolution of pending issues
- Management of medical billing submissions to insurance providers
- Verification of invoice issuance (city hall vs. Protheus system)
- Support for accounting, finance, and reception departments
- Medical billing

### Administrative Assistant I

September 2020 - September 2022

#### Femme - Women's Laboratory - São Paulo

- Management of incoming mail pouches
- Monitoring of pending issues
- Maintenance of pending issues spreadsheet
- Mail pouch verification

### Administrative Intern (Young Apprentice)

September 2019 - August 2020

#### Femme - Women's Laboratory - São Paulo

- Verification of physical medical forms
- Attaching medical orders to corresponding forms

## Education

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### Technology Degree: Systems Analysis and Development (in progress)

January 2024 – August 2026 (expected)

Universidade Nove de Julho (UNINOVE) – São Paulo

## Skills and Competencies

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- Proficiency in Microsoft Office Suite:
  - Advanced Word, Intermediate PowerPoint, Intermediate Excel
- Programming Languages:
  - Java, Python, C, Git
- Databases
  - SQL (Postgre, MariaDB, MySQL, SQLite)
- Other Skills:
  - Analytical thinking and problem-solving
  - Logical reasoning and adaptability
  - Strong teamwork abilities

## Languages

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English B2



Intermediate