

TATIANE CÔRTE

Neighborhood: Parque São Pedro – Venda Nova – Belo Horizonte - Minas Gerais - Brazil +55 (31)98667-4582

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OBJECTIVE

Acting in the Administrative Sector

EXPERIENCE

Administrative Assistant DP – GSA Management - 2025

Time and attendance control, benefits calculation, physical and virtual documentation management for employees, support for hiring, termination, and payroll.

Administrative Assistant DP - Perfiltecnat 2025

Time and attendance control, benefits calculation, management of physical and virtual employee documentation, accounting support for hiring and termination.

Administrative Assistant – Top Engenharia – 2020 to 2024

Billing, accounts payable, preparation of commercial proposals, reception, documentation management, support for

HR, hiring, termination, calculation of benefits.

EDUCATION

Mechanical Technician – CPET – In progress

Plant 3D - Leveduca – In progress

Basic AutoCAD 2D – Expert Courses – Completion: 2025

Administration Technician – Technical

Degree Completion: 2018



SKILLS

AutoCAD

Plant 3D Office Suite

Organization

Empathy Dynamism

Language: Portuguese