

GUILHERME BUENO

Waterloo, Canada N2L1N4
226-505-4978 - bueno0.guilherme0@gmail.com

PROFESSIONAL SUMMARY

Dedicated Project Manager with seven years of experience delivering IT initiatives using PMBOK and SCRUM as guidelines. Expert in e-commerce projects who consistently meets CEOs' and directors' business goals and requirements.

SKILLS

- Managing Multiple Projects
- Cost Containment
- Project Development
- Systems Implementations
- Scrum Methodology
- Budgeting and Forecasting
- Managing Subcontractors
- Atlassian JIRA
- Project Deadlines
- Managing Revenue Projections
- E-Commerce Strategy
- Timelines and Milestones

WORK HISTORY

04/2021 to 08/2021 **Project Manager**

Dock – Sao Paulo, Brazil

- Conducted over 10 simultaneous projects.
- Outlined work plans, determined resources, wrote timelines, and generated initial budgets for project scope determination.
- Developed project management roadmap to define project objectives, timelines, and milestones.
- Led and assisted technical upgrade projects for clients by working and coordinating with consultants and developers for integrations.
- Developed project plans to identify key issues, approaches, and performance metrics.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.

10/2020 to 04/2021 **Project Manager**

Riachuelo – Sao Paulo, Brazil

- Implementation of brand-new e-commerce website for Carters OshKosh on \$1M budget.

- Sales increased by 20% as result of project release.
- Identified plans and resources required to meet project goals and objectives.
- Prepared scope and requirements and verified agreement by parties within each project.
- Operated under Agile and Waterfall (PMBOK guide) frameworks to organize and carry out project tasks efficiently.
- Built and utilized reporting systems to keep customers and management in loop with latest information.
- Produced status and project health reports each week, updating customers and senior leaders on progress and roadblocks.
- Communicated with development team members to keep projects on schedule.

08/2019 to 03/2020 **Project Manager**

Keyrus – Sao Paulo, Brazil

- Outlined work plans, determined resources, wrote timelines and generated initial budgets as part of project scope determination.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.
- Oversaw large portfolio of projects to support teams, report progress and influence positive outcomes for key stakeholders.
- Maintained strict budgetary control on business-intelligence projects ranging from \$30M to \$50M and working with project teams to track costs and control expenditures without sacrificing quality.

04/2018 to 10/2018 **Administrative Coordinator**

Day n' Ross Freight – Vancouver, BC, Canada

- Prepared detailed documents and reports in adherence administrative processes.
- Monitored and directed incoming mail and prepared outgoing mail.
- Responded to questions and managed communications with drivers and team members.
- Analyzed and solved multi-faceted problems that affected executive leaders and business initiatives.

09/2016 to 09/2017 **Project Manager**

CVS Health – Sao Paulo, Brazil

- Implementation of redesigned eCommerce platform that increased sales by 30%.
- Developed project plans identifying key issues, approaches, and performance metrics.
- Outlined work plans, determined resources, wrote timelines, and generated initial budgets for project scope determination.

- Delivered in-person and online training for new tools and processes to end-users in logistics, call centers, and IT.
- Oversaw quality assurance (QA) testing on new e-commerce platform.
- Performed cost-benefit analyses to determine potential return on investment for proposed upgrades.
- Facilitated best user experience through continuous support, training classes, webinars, improvements, and communication of system changes.
- Delivered effective integrations of warehouse management system software applications to manage tasks centrally.
- Closely collaborated with project members to identify and quickly address problems.
- Communicated with external partners (Oracle and IBM) team members to keep project on schedule.

04/2015 to 04/2016 **Project Analyst**

Walmart.com – Sao Paulo, Brazil

- Management of \$1M budget for software improvements to increase productivity and reduce costs for logistics department.
- Supervision of six people on IT project development team.
- Reduced project completion time at Walmart by 10%.
- Reported project cost analyses to enhance workflow and increase profits.
- Advocated for ways to streamline ongoing projects, prioritizing shorter turnaround times and consistent development quality.
- Traveled to off-site meetings, serving as client's primary liaison with customers by providing detailed progress reports.
- Generated project health reports for stakeholders and senior personnel, tracking scope creep and budget variance metrics.

04/2014 to 04/2015 **Junior Project Analyst**

Walmart.com – Sao Paulo, Brazil

- Reported project cost analyses (\$60M Capex and \$30M Opex) to enhance workflow and increase profits.
- Monitored ongoing projects for adherence to prescribed timelines, suggesting operational changes where needed.
- Maintained open communication by presenting regular updates on project status to customers.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts.
- Built successful project plans covering objectives, resources, and staffing to meet schedules.

- Used critical thinking to break down problems, evaluate solutions and make decisions.

04/2013 to 04/2014 **Project Trainee**

Walmart.com – Sao Paulo, Brazil

- Completed projects and work assignments within strict time constraints.
- Participated in creating and maintaining project tracking tools, verifying clear communication of inherent expectations and responsibilities.
- Assisted in assembling project documentation for software improvements, confirming data and preliminary information inclusion.
- Audited incoming data points, collating information into useable planning packages for project management personnel.
- Tracked project financial metrics such as ROI, IRR, and NPV.
- Attended training courses to build understanding of software development and operations systems.
- Gained understanding of PMO (Project management office) procedures by closely monitoring ongoing projects and participating in strategic project meetings.

EDUCATION

Expected in 04/2023 **Diploma: Computer Programming**

Conestoga College - Waterloo, ON, Canada

- Continuing education in Information Technology.

07/2021

MBA: Project Management

Sao Paulo University (USP) - Sao Paulo, Brazil

- Grade point average (*GPA*) of 3.98.

03/2017

Bachelor of Science: Production Engineering

Oswaldo Cruz Colleges - Sao Paulo, Brazil

CERTIFICATIONS

- PMP - Project Management Professional