CECILIA COUTINHO

Project Manager

Profile

Student of .NET and I am eager to continue developing myself in this field.

Core Skills

- Problem-solving
- Organized
- Fast learning
- Adaptability
- Attention to details
- Customer-focused
- Project Management
- Decision-making

Technical Skills

- Google Drive Products
- Microsoft Office
- Jira / Confluence
- Gitlab
- Trello
- HTML
- CSS
- Javascript
- C#
- SQL
- Python
- CMS (Drupal, WordPress, Episerver, Moodle)
- Veeva Products
- IQVIA Products

Experience

The Gang Sweden - Stockholm, Sweden
Project Manager | 2022
- Management of the flow of assets, information, and deliverables between internal teams, external teams, and project stakeholders. Solve impediments to ensure successful project delivery. Schedules, facilitate, and manage Sprint meetings.

W3 Americas - Buenos Aires, Argentina
Project Manager | 2015 - 2020
- Project management (life cycle). Management of the flow of assets, information, and deliverables between internal teams, external teams, and project stakeholders. Solve

impediments to ensure successful project delivery. Schedules, facilitate, and manage projects' meetings. Planning and coordination of activities for the development of **digital projects** (web development). Experience with Agile and traditional methodologies.

The Walt Disney Company Latam – Disney Interactive - Buenos Aires, Argentina
PSR Player support representative | 2014 - 2015
   - Game experience. Customer service and problem-solving. Online moderator. Responsible for developing and managing Club Penguin Social Media (Blog and Youtube in Portuguese). Development of ideas, content and community management.

PDG Vendas Corretora Imobiliária Ltda - Salvador, Brazil
Backoffice | 2010 - 2013
   - Customer service and problem-solving. Management of the administrative sector; staff management; issuance of payments; account analysis and reconciliation; preparation, receipt and review of signed contracts. Data analysis for credit rating (credit risk management); credit rating approval; issuance of electronic tax notes. Support and payments to suppliers.

Education

Fullstack Developer .NET, Chas Academy (Ongoing)

Bachelor Degree in Economics, Faculdade Católica de Ciências Econômicas da Bahia, Brazil (2012)

Courses

Best Practices for Project Management Success, Rochester Institute of Technology (RITx)

Project Management Life Cycle, Rochester Institute of Technology (RITx)

International Project Management, Rochester Institute of Technology (RITx)

Introduction to Project Management, University of Adelaide (AdelaideX)

Scrum Fundamentals, Scrumstudy

HTML and CSS, Platzi

SQL, Khan Academy

Programming 1 C#, NTI Skolan

Languages

- Swedish ★ ★ ★
- English ★ ★ ★ ★
- Portuguese ★ ★ ★ ★ ★
- Spanish ★ ★ ★ ★ ★

Contact

🏠 Stockholm, Sweden

✉ cecicoutinho@gmail.com

in /in/cecilia-coutinho