

FABIO DE MATOS

Itaciano Marcondes Street, n. 504, Santa Candida

Curitiba, Parana - Brazil

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CAREER PROFILE

WORK EXPERIENCE

IFPR – FEDERAL INSTITUTE OF PARANA

(January/2021 – Current)

Curitiba, Parana State, Brazil

Administrative Assistant

Working as a Civil Servant for the Brazilian Federal Government (Education Ministry) my role is give support in the Supply Sector of Federal Institute of Parana handling with eletronic process, surveying the market prices of the goods the institute use to purchase through public bids. Giving support for the bids' process and any other ordinary manangerial tasks.

UNIFAP - AMAPA'S STATE FEDERAL UNIVERSITY

(June/2016 – Current)

Macapa, Amapa State, Brazil

Administrative Assistant

Roles Played

THEATER COURSE'S SECRETARY:

(February2017 – January/2021)

_Performing ordinaries managerial tasks.

Accomplishments:

- Implementation of new routines to better organize the documents` flow. Implementation of new process` flow according to Brazilian Federal Government Administrative Laws to treat student requests properly before the Theater Course Coordination.
- Implementation of more efficient managerial practices and metodologies focused on the goals fixed by the course`s teachers.

UNIFAP'S SUBSTITUTE INSPECTOR:

(July2016 – February2017)

_Perfoming ordinaries managerial tasks, providing either legal opinions and performing general Legal Assistant`s duties.

Accomplishments:

- Drafting a fluxogram to administrative processes`s flow and reorganizing all general proceedings followed at the department;
- Playing a leadership role on the draft of 2016 Annual Activities Report
- Playing a leadership role drafting the 2017 Strategic Plan using SWOT Analisys and BrainStorms sessions as managerial tools.
- Playing a chief role on 2016 Internal Audit.

SKILLS & COMPETENCIES

Independent/Team Player

Goal Oriented

Leadership

Persistence

Creativity & Resiliency

Open-Minded

Multi-Task

Strategic Thinking

Time Management

HTML

CSS

JavaScript

ACHIEVEMENTS & CERTIFICATES

ANALYSIS AND SYSTEMS DEVELOPMENT COURSE

(January/2023 - Current)

PARANA FEDERAL INSTITUTE

Colombo, Parana State, Brazil

ADMINISTRATIVE TECHNICIAN

(December/2006)

CENTRO PAULA SOUZA – ESCOLA TÉCNICA COL.

RAPHAEL BRANDÃO – (Paula Souza Center –

Technical School Col. Raphael Brandao).

Barretos, Sao Paolo State, Brazil

SHORT TERM COURSES:

- "Team Development".
- "Negotiation & Conflict Management".
- "Leadership & Motivation".
- "Basis of Project Management".
- "Business Management Course".
- "Project Management".
- "People Management: Basis of Leadership".
- "The Odin Project".

INTERESTS

- Reading/Writing/Blogging.
- Art & Culture.
- Languages Learning.
- Coding/Web Development.
- Hiking/Camping/Swimming.
- Yoga & Meditation.
- Volunteer Work/Community Involvement
- Personal & Professional Development.
- Immigrating to Canada