

Paloma Grubba

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SUMMARY

Professional with over a decade of experience working across various sectors and companies in both Brazil and the United States. Certified Project Manager by universities in California and Ohio, specializing in Finance, Accounting, and Controllershship. Proven expertise in leading software product development, optimizing operations, and enhancing productivity, with a strong emphasis on agility in problem-solving and implementing improvements using methodologies such as Scrum. Extensive experience in Agile methodologies, managing multidisciplinary and multicultural teams, and bridging business needs with innovative technological solutions.

PROFESSIONAL EXPERIENCE

Head of Projects and Product

Globalfy LLC - Orlando, Florida, USA – Remote

June/2023 to March/2024

Core Responsibilities:

- **Led software product development:** Directed the creation and launch of innovative software products, including banking solutions for both desktop and mobile platforms, resulting in significant customer growth and satisfaction.
- **Enhanced data management and team productivity:** Implemented integrated data solutions to streamline data control, improve accessibility, and boost team efficiency. Successfully launched new service packages that optimized overall company performance, driving revenue growth and cost reductions.
- **Drove continuous innovation and enterprise system integration:** Led the development and implementation of new features across platforms, ensuring seamless user experiences and high client satisfaction. Coordinated enterprise system integration projects to enhance data management, facilitating analysis and strategic decision-making.

Key Achievements:

- Increased company revenue through strategic leadership in software projects.
- Achieved a 60% enhancement in operational efficiency and team productivity.
- Launched valuable service packages, driving substantial revenue growth.
- Established and supported core teams focused on skill development, quality control, and process improvement.
- Successfully launched the Banking Solution on both desktop and mobile platforms.
- Championed the development of new features and implementations, enhancing the client experience.
- Guided business implementation processes for companies in the United States, reducing bureaucracy and improving agility and accuracy in tax, fiscal, and accounting obligations during the Tax Season.

Projects and Product Manager

Globalfy LLC - Orlando, Florida, USA – Remote

January/2021 to June/2023

Core Responsibilities:

- **Optimized project and product management:** Transformed project delivery through strategic departmental restructuring, enhancing workflow efficiency and team collaboration.
- **Implemented automation and data control solutions:** Developed and integrated automated systems to streamline workflows, reduce manual tasks, and improve data accessibility and accuracy, leading to better decision-making.
- **Launched innovative products and services:** Successfully developed and implemented new billing systems and compliance tools, enhancing operational efficiency and client confidence.

Key Achievements:

- Improved departmental efficiency by restructuring project, product, and development teams.
- Integrated company systems to enhance data control, eliminating redundancies, and improving collaboration.
- Developed and implemented an automated billing system, reducing errors and manual tasks.
- Launched the Compliance Calendar, increasing regulatory visibility and boosting sales of consulting services.

- Implemented Agile culture and Scrum methodology, leading to more flexible and efficient project execution.

Operations Project Manager

Contabilizei Contabilidade Online Ltda - Curitiba, BR – Hybrid

October/2017 to December/2020

Core Responsibilities:

- **Led multidisciplinary teams:** Managed multiple crucial teams, including Tax, Obligations, Accounting, and Services Sectors, ensuring compliance and optimized service delivery.
- **Bridged business and technology:** Facilitated innovation by connecting business needs with technological solutions, enhancing service efficiency and client satisfaction.

Key Achievements:

- Structured a multidisciplinary department, fostering collaboration and personalized services for franchise clients.
- Ensured compliance with financial regulations while providing expert guidance in financial reporting and tax planning.
- Bridged the gap between business and technology development teams, facilitating innovation and optimizing service delivery.

Operations Manager

Teamwork - Curitiba, BR

March/2016 to October/2017

Core Responsibilities:

- **Led tax accounting operations:** Managed all reviews and audits, ensuring compliance and optimizing financial processes.
- **Streamlined financial processes:** Implemented effective tax strategies and process improvements, enhancing operational efficiency.
- **Provided personalized financial advice:** Collaborated with clients to ensure tax compliance and deliver customized financial solutions.

Key Achievements:

- Implemented tax strategies resulting in an average of 20% tax savings for clients while ensuring regulatory compliance.
- Supervised a team of tax accountants, achieving a 95% accuracy rate in deliverables and reducing tax closing time by 30%.
- Developed and maintained updated tax reports for senior management, providing critical information for strategic decision-making.

Senior Consultant

Ernst & Young - Curitiba, BR

March/2015 to March/2016

Core Responsibilities:

- **Delivered comprehensive tax consulting services:** Addressed a wide range of tax issues for clients across various industries, including manufacturing, forestry, banking, and services.
- **Developed and implemented tax strategies:** Maximized financial benefits and mitigated potential tax risks for clients.
- **Built strong client relationships:** Provided personalized service and clear communication on complex tax issues.

Key Achievements:

- Achieved significant tax savings for clients by proactively identifying and mitigating tax risks.
- Strengthened client relationships through in-depth knowledge of tax regulations and strategic tax advice.
- Successfully collaborated with clients to develop innovative tax strategies that maximized financial benefits.

Senior Analyst

Deloitte - Curitiba, BR

August/2012 to March/2015

Core Responsibilities:

- **Provided outsourcing services:** Supported large-scale clients across various industries, including commerce, construction, manufacturing, and financial institutions.

- **Streamlined client operations:** Improved accounting, tax compliance, and payroll processes, enhancing operational efficiency.
- **Applied industry expertise:** Delivered tailored solutions addressing clients' specific needs.

Key Achievements:

- Collaborated with clients to streamline accounting, tax compliance, and payroll processes, reducing processing time and improving operational efficiency.
- Applied knowledge across diverse industries to provide clients with customized solutions, contributing to their success and growth.
- Ensured continued regulatory adherence and reduced risk through comprehensive support and process improvements.

EDUCATION

- **Innovative Project Management**
University of Akron, Ohio, United States February/2024 to March/2024
- **Advanced Topics in Project Management**
University of La Verne, California, United States June/2022 to July/2022
- **Master's degree, Science in Business Development and Innovation**
MUST University, Orlando, Florida, United States January/2022 to December/2024
- **Executive MBA in Finance and Controllershship**
OPET College of Technology, Curitiba, Paraná, Brazil January/2016 to December/2017
- **Bachelor of Accounting**
OPET College of Technology, Curitiba, Paraná, Brazil January/2012 to December/2015
- **Accounting Technician**
Federal Institute of Paraná - IFPR, Curitiba, Paraná, Brazil January/2009 to December/2011

CERTIFICATES/COURSES

- **Microsoft Power BI Data Analyst**
Microsoft, Brazil January/2024
- **Lean Six Sigma Yellow Belt**
Riverwood Associates, LLC, United States February/2023
- **Certified Female Entrepreneurship - USA**
Academy for Women Entrepreneurs (AWE), United States April/2022
- **Product Management**
PM3, Brazil March/2022
- **ESG Vision - Introduction to Sustainability**
Bureau Veritas Group, Brazil November/2021
- **Entrepreneurship and Innovation**
Founder Institute, Brazil November/2020

LANGUAGES

- **Portuguese:** Native
- **English:** Fluent
- **Spanish:** Intermediary
- **French:** Basic