

# Roberto Cadilhe

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## Project Management / Marketing / Business Development

Risk Management / Business Development / Communication / Quality Management / Team Management /  
Negotiation / Leadership / Research / Data Analysis / Organizational Awareness

## Education

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Code Institute

*Oct. 2019 - Present*

**Diploma - Full stack Web Developer**

Project Management Institute (PMI)

*June 2017*

**Project Management Professional (PMP) ®**

PMP® Certification License #2043232

Lynn University, Boca Raton, FL

*May 2014*

**Master in Business Administration**

Specializing in International Business and Marketing

Relevant Courses: Managing Financial Accountability, International Marketing, Managing Financial Performance,  
International Trade and Investment, International Finance, Marketing Management in a Global Economy

Lynn University, Boca Raton, FL

*May 2013*

**Bachelor of Science**

Specializing in Sports and Recreation Management

## Work Experience

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**Project Manager – Academic Affairs:** Lynn University, Boca Raton, FL

*August 2019 –Present*

- Manage and monitor all projects for academic affairs;
- Defines and develops project plans including schedule and funding limitations;
- Conducts status meetings with project teams to communicate work plan and track actual performance;
- Collaborates with university cross-functional teams to manage program initiatives;
- Prepares and presents project reports for management, clients or others, as requested.

**Instructor - College of Business and Management:** Lynn University, Boca Raton, FL

• Project Management (BUS 235): Lynn University, Boca Raton, FL

*August 2015–Present*

• Graduate Orientation Seminar (GSR 501): Lynn University, Boca Raton, FL

*August 2015–Present*

• Traditions and Cultures of Portugal: Lynn University, Boca Raton, FL

*Jan. 2015-Present*

• Principles of Marketing (MKT 250): Lynn University, Boca Raton, FL

*Jan. 2015–May 2017*

• Principles of Economics (BUS 180): Lynn University, Boca Raton, FL

*Jan. 2016–Dec. 2016*

**Academic Coordinator - College of Arts & Sciences:** Lynn University, Boca Raton, FL

*Sept. 2014 –August 2019*

- Provide progress reports and KPI's to Academic Dean;
- Support college Dean in all administrative duties and initiatives;
- Train faculty and assist in program development (i.e. Canvas, iTunesU, Gradebook, Livetext);
- Coordinate work-load and training for college graduate assistants and student workers.

**Contract Project Manager:** Jarden Corporation, Boca Raton, FL

*April 2014 – July 2014*

- Managed the reporting of weekly KPI's for senior JCS management;
- Completed market research and compiled feedback from individual marketing activities;

- Analysed product volumes to determine product sales and production requirements;
- Oversaw the testing of individual features and components for deployment to market;

**Graduate Assistant - College of Arts & Sciences:** Lynn University, Boca Raton, FL *August 2013 –August 2014*

- Assisted with administration and implementation of academic assessment;
- Performed data collection, analysis and report preparation using Excel;
- Assisted students with Lynn University's new extensive tablet-based learning initiative;
- Train faculty on the usage of multiple academic based iPad applications.

**Store Manager:** Hollister, Boca Raton, FL *December 2012 – August 2013*

- Managed over 50 associates daily in a high target store;
- Handled financial data, Inventory, Stock, recruitment and loss prevention;
- Recruited top-level associates, consistent in results, business-minded and very adaptable.

**Sales Consultant:** First National Bank - Home Loans, Johannesburg, South Africa *May 2010 – September 2010*

- Accurately managed and distributed loans to meet monthly sales goals;
- Ensured all administration relating to sales is completed effectively;
- Negotiated prices with potential customers and closing sales;
- Gained exposure to key aspects of Wealth Management including relationship building and client interaction.

## Volunteer Experience

**Boca Helping Hands, Inc.,** Boca Raton, FL *August 2017-Present*

- Actively take part in recurring volunteer shifts, where volunteers will inspect, sort, build, and repack food so that it is ready for distribution through Feeding South Florida's direct service programs and partner agencies.

**Boating and Beach Bash for People with Disabilities,** Boca Raton, FL *March 2016- March 2018*

- *South Florida Boating and Beach Bash* is the nation's largest annual, free, fun event for people with physical and/or intellectual challenges. Primarily assist in providing charter trips to attendees

**Habitat for Humanity,** Delray Beach, FL *Jan. 2011-Jan. 2017*

- Assisted project teams to build affordable housing in the Palm Beach County area.

## Conferences Attended

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| • InstructureCon 2017 Canvas Conference – Keystone, CO | <i>July 2017</i>   |
| • InstructureCon 2018 Canvas Conference – Keystone, CO | <i>July 2018</i>   |
| • Southeastern Theatre Conference (SETC) – Mobile, AL  | <i>March 2018</i>  |
| • Online Learning Consortium (OLC) – Orlando, FL       | <i>March 2019</i>  |
| • Project Summit Business Analyst World – Orlando, FL  | <i>*April 2020</i> |

## Awards & Certifications

- Project Management Professional (PMP) ® - License #2043232
- Risk Management Online Certification
- 2012 NCAA division II National Soccer Champion
- Inductee in Dean's List, Honors Society, and President's Honor Roll 2009-2012
- Sunshine State Commissioner Honor Roll 2009 -2012

## Additional Skills & Expertise

- Fluent in English and Portuguese with basic proficiency in Spanish
- Proficient in Microsoft Office Suite, Mac Applications, Social Media

References Available on Request