

Contact

0490933988 (Mobile)
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(LinkedIn)

Top Skills

Agile Methodologies
Team Facilitation
Servant Leader

Languages

Portuguese (Limited Working)
English (Native or Bilingual)
Spanish (Native or Bilingual)

Certifications

Professional Scrum Master I
Basics of Scrum, Agile and Project
Delivery

Arturo Caceres

PSM I Certified Scrum Master
Mosman

Summary

Certified PSM I Scrum Master with outstanding qualifications and track record in delivering and managing Agile Software Projects that meet demanding time restraints. Enjoys guiding software teams through agile transitions, continuous improvement, and scaling agile practices.

If you think I can help you, here's how to contact me:

Email: arturo_caceres@aol.com

Phone: 0490933988

Experience

Home Instead Senior Care Care Coordinator

June 2018 - Present (2 years 10 months)
Sydney, Australia

Scheduling and coordination of client and CAREGiver rosters. Professional client focused liaison with private and broker clients and care staff. Monitoring, mediating and logging CAREGiver and client activity. Managing WH&S issues by advising broker clients and CAREGivers to resolve/minimize workplace risks. Interpret and communicate verbally and in writing the client's care plans to care staff.

Acklen Avenue

1 year 11 months

Recruitment Cooperator

September 2017 - May 2018 (9 months)
Greater Nashville Area, TN

-Execute recruiting plans

-Interview and track candidates so that information is transparent and measurable

-Work with hiring managers on recruiting planning meetings.

- Conduct regular follow-up with managers to determine the effectiveness of candidates
- Post openings in online venues

Scrum Master

July 2016 - May 2018 (1 year 11 months)

Greater Nashville Area, TN

Responsible for the success of a project assign to

- Initial Sprint

- Secure necessary resources for a project and ensure they are able to do their job efficiently
- Secure necessary plans and artifacts for a successful project
- Set up the team for success during Sprint 0 by setting in motion an agile framework that will help reduce friction and encourage the best possible velocity while maintaining high quality standards

- Framework

- Facilitate/protect the agile development process
- Coach the team to self-organize
- Provide a listening ear to the team when there are complaints and conflicts and takes action to address these issues
- Own the sprint board and maintain appropriate lists/sections

- Meetings

- Facilitate (not always lead) Scrum Events (Sprint Planning, Daily Scrum, Sprint Review, Grooming Sessions and Sprint Retrospective)
- Attends and leads Sprint Planning and Daily Scrum meetings

- Process

- Watch velocity and help the team to keep velocity at peak potential and work with the PO to realign priorities
- Watch for blocks and work with entire team to remove those impediments
- Maintain relevant metrics that give the team insight into the health of their project and process
- Help the team to stay focused and follow the agreed-upon rules for daily scrums
- Help the team to reach consensus for what can be achieved during a specific period of time

- Work with other scrum masters to improve processes across all projects
- Help the different parts of the team to have a fast and effective communication
- Effectively communicate within a multi-disciplined team, across multiple locations, time zones, and interact with clients when necessary
- Product Vision
- Maintain a big picture view of development process and take charge when needed to improve processes or realign the team's goals

Grupo Unicomer / Unicomer Group
 Quality Assurance Executive Assistant
 March 2015 - June 2016 (1 year 4 months)
 Honduras

- Generate and review account statements
- Generate validation report of Credit Policy
- Responsible for the validation of the Use of Collection Effort Policy.
- Review the quality of customer records in the system.
- Review validity records (validity of approved applications)
- Responsible for the validation of correct application to receipts
- Review application of collected tickets.
- Document and update credit and collection procedures.
- Support in the revision and authorization of return of financing.
- Support the activation of store sales plans.
- Support in activation of correlatives of check books.
- Support in the registration of receipts of manual and online fees
- Perform other activities assigned by the immediate Superior Leader.

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 Administrative Assistant
 October 2013 - October 2014 (1 year 1 month)
 Blois Area, France

- Manage office administration frameworks and procedures
- Perform and control reservations
- Develop and manage a more efficient room sanitation system
- Develop distribution plan layouts

Unilever
 Logistics Coordinator
 October 2012 - August 2013 (11 months)
 Honduras

- Organize, monitor and coordinate Supply Chain and delivery operations
- Guarantee premises, resources, and communications were utilized adequately
- Ameliorate transport, billing, and shipping methodologies
- Enroll and allocate staff and third-party services as per availabilities and necessities
- Keep in touch with providers, retailers, and clients to accomplish bilaterally satisfaction
- Consolidate optimal routes for deliveries
- Plan and track the shipments of distribution center stocks as requested by client necessities
- Formulate precise reports for national and international supervisors

Education

Universidad Tecnológica Centroamericana
Industrial Engineering · (2007 - 2012)