

Barbara Queiroz

786-599-9838 | bqq1@miami.edu | [linkedin.com/in/barbaraqueiroz](https://www.linkedin.com/in/barbaraqueiroz)

EDUCATION

University of Miami <i>Bachelor of Business Administration in Management and Marketing</i>	Miami, Florida May 2021
<ul style="list-style-type: none">• Relevant Coursework: Managing for Success in the Global Environment, Advanced Organizational Behavior, Human Resource Management, Critical Thinking and Persuasion in Business, Digital Marketing, Luxury Marketing, Consumer Behavior, Fundamentals of Business Technology and Innovation, Business Analytics, Introduction to Business Law, Introduction to Entrepreneurship, Microeconomics, Macroeconomics, Financial and Managerial Accounting, Quantitative Applications in Business, Advanced Business Statistics	
Pan American School of Bahia <i>International Baccalaureate Diploma</i>	Salvador, Bahia/Brazil May 2017

WORKING AND LEADERSHIP EXPERIENCE

University of Miami Business School <i>Lead Systems Analyst</i>	Miami, Florida February 2019 -Present
<ul style="list-style-type: none">• Diagnostic and repair of technical issues related to hardware and software for teachers and staff• Coordination of student employees to ensure organization and proactivity in daily technical support jobs• Constant updating of software, development of computer labs and improvement of classrooms	
Endeavor Miami <i>Event Social Media Manager</i>	Miami, Florida October 2019
<ul style="list-style-type: none">• Coordinated all of company's social media platforms during fundraising High-Impact Annual Gala event• Participated in meetings with marketing team to come up with social media calendar specifics• Assisted in event planning and preparation in Faena Miami	
SOHO Restaurantes <i>Event Planning Intern</i>	Salvador, Bahia/Brazil May – August 2019
<ul style="list-style-type: none">• Assisted in the proactive planning and scheduling of corporate events, anniversary parties and weddings through direct communication with clients• Participated in meetings with restaurant's chef to adapt Menus in response to customers' requests• Physically assisted in event execution including assembly of required furniture, decoration and equipment	
Shopping da Bahia <i>Finance Intern</i>	Salvador, Bahia/Brazil June – August 2018
<ul style="list-style-type: none">• Generation and analysis of financial reports related to sales and the operations of the Shopping Mall• Use of Citrix Server to analyze data in regards to rent, sales and contracts• Participation in financial planning meetings	
BiblioteCar <i>Co-Founder</i>	Salvador, Bahia/Brazil January 2016 – Present
<ul style="list-style-type: none">• Co-founded social project that advocated the creation of a mobile library to provide books to children living in underprivileged social institutions in Salvador, Brazil• Organized events such as Bake Sales and Intramural Soccer Games to raise funds for the construction of the mobile library• Presented project at Global Issues Network Conference in Rio de Janeiro, Brazil	

SKILLS, ACTIVITIES AND INTERESTS

Skills: Microsoft Office, Adobe Acrobat (Illustrator, Photoshop, Premier), Tableau, FluidUI

Certifications: BRAS Certification in Executive and Behavioral Coaching

Languages: Fluent in English and Portuguese, Conversational Proficiency in Spanish

Activities: Women in Business (WIB), American Marketing Association (AMA), Brazilian Students Association (BRASA)

Interests: International culinary, Hospitality and Tourism, Volunteer Work