

Tais

Carreira

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Brazil | o Leme dos Santos, Sorocaba - SP

SUMMARY

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SUMMARY

I  
  
am  
  
a  
  
project  
  
management  
  
professional  
  
with  
  
5+  
  
years  
  
of  
  
experience  
  
across  
  
industries  
  
like  
  
automotive,  
  
technology,  
  
food  
  
and  
  
beverage.  
  
My

expertise

includes

project

planning,

resource

management,

and

risk

analysis,

ensuring

successful

execution

and

client

satisfaction

in

both

remote

and

on-site

environments.

PROFESSIONAL

EXPERIENCE

Project

Manager

Analyst

I

FIVE

Validation

(Brazil,

Remote)

03/2023

--

Current

\*

Facilitating

project

planning

by

gathering

requirements,

defining

scope,

and

structuring

activities.

\*

Developing

commercial

proposals

while

maintaining

continuous

communication

with  
clients  
to  
ensure  
value  
delivery  
before  
the  
purchase  
decision.

\*

Managing  
and  
coordinating  
stakeholder  
communications  
throughout  
project  
development.

\*

Allocating  
and  
monitoring  
resources  
efficiently  
for  
timely

project

completion.

\*

Overseeing

and

adjusting

project

schedules,

including

activity

sequencing

and

estimation

to

meet

deadlines.

\*

Maintaining

comprehensive

project

documentation,

including

opening

terms,

status

reports,

and

responsibility

matrices.

\*

Coordinating

teams

following

project

budgets,

and

delivering

on

key

project

milestones.

\*

Collaborating

with

technical

teams

to

ensure

alignment

on

client

needs

and

project

solutions

through

daily

meetings

while

tracking

open

projects

on

board

applying

agile

methodologies

(Scrum

and

Kanban).

\*

Utilizing

project

management

tools

(Artia,

MS

Project,

Jira,

ClickUp,

Trello,

HubSpot)

for

efficient

workflow

management.

\*

Identifying

and

assessing

project

risks

and

formulating

response

plans

and

problem

resolution.

\*

Managing

project

closure

by

finalizing

documentation,

conducting

knowledge



transfers,  
and  
collecting  
client  
satisfaction  
surveys  
maintaining  
process  
improvement.

Project

Management

Trainee

I

FIVE

Validation

(Brazil,

Remote)

03/2021

--

02/2023

\*

Assisted

in

the

creation

of

commercial

proposals,  
ensuring  
communication  
with  
clients  
to  
provide  
value  
delivery.

\*

Prepared  
project  
schedules,  
including  
activity  
definition  
and  
duration  
estimation.

\*

Maintained  
project  
documentation  
and  
updated  
progress  
in

management

tools

(Artia,

MS

Project,

Jira,

ClickUp,

Trello,

HubSpot).

\*

Managed

project

closures,

including

documentation,

knowledge

transfer,

and

client

satisfaction

processes.

Purchase

and

Import

Trainee

I

Symrise

Aromas

e

Fragrancias

(Brazil,

On-site)

04/2019

--

02/2021

\*

Oversaw

the

import

process

for

samples

in

the

Flavors

division.

\*

Created

and

monitored

sample

orders

through

SAP.

\*

Handled

regulatory

activities,

including

HS

code

analysis

and

issuance

of

import

licenses.

\*

Tracked

and

reported

KPI

metrics

through

monthly

reports.

Sales

Trainee

I

Robert

Bosch

Automotive

Steering

GmbH

(Brazil,

On-site)

06/2018

--

03/2019

\*

Supported

Key

Account

Managers

by

coordinating

internal

sales

activities,

such

as

SAP

Sales

Vision

and

service

invoicing.

\*

Assisted

in

analyzing

data

for

price

adjustments,

cost

breakdowns,

and

management

of

customer

purchase

orders.

Administration

Trainee

I

Status4

Cidades

Inteligentes

e

Sustentabilidade

Ltda.

(Brazil,

On-site)

02/2018

--

05/2018

\*

Handled

administrative

tasks,

including

budget

management,

documentation,

and

payment

control.

\*

Managed

content

creation

and

social

media

accounts

for

the

company.

\*

Acted

as



the  
primary  
point  
of  
contact  
for  
client  
inquiries.

## PROFESSIONAL EXPERIENCE

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- \* Tais | tais.cavariani@gmail.com | <https://www.linkedin.com/in/taiscavariani/> | Leme dos Santos, Sorocaba - SP
- \* Summary
- \* I am a project management professional with 5+ years of experience across industries like automotive, technology, food and beverage. My expertise includes project planning, resource management, and risk analysis, ensuring successful execution and client satisfaction. Experience in delivering enterprise-wide applications in global companies, working with senior stakeholders, and managing project communications. Proficient in Agile, SCRUM, and Waterfall methodologies. Fluent in English, Spanish, and French.
- \* Professional Experience
- \* Project Manager Analyst | FIVE Validation (Brazil, Remote) | 03/2023 -- Current
- \* \* Facilitating project planning by gathering requirements, defining scope, and structuring activities.
- \* \* Developing commercial proposals while maintaining continuous communication with clients to ensure value delivery before the purchase decision.
- \* \* Managing and coordinating stakeholder communications throughout project development.
- \* \* Allocating and monitoring resources efficiently for timely project completion.

- \* \* Overseeing and adjusting project schedules, including activity sequencing and estimation to meet deadlines.
- \* \* Maintaining comprehensive project documentation, including opening terms, status reports, and responsibility matrices.
- \* \* Coordinating teams following project budgets, and delivering on key project milestones.
- \* \* Collaborating with technical teams to ensure alignment on client needs and project solutions through daily meetings while tracking open projects on board applying agile methodologies (Scrum and Kanban).
- \* \* Utilizing project management tools (Artia, MS Project, Jira, ClickUp, Trello, HubSpot) for efficient workflow management.
- \* \* Identifying and assessing project risks and formulating response plans and problem resolution.
- \* \* Managing project closure by finalizing documentation, conducting knowledge transfers, and collecting client satisfaction surveys maintaining process improvement.
- \* Project Management Trainee | FIVE Validation (Brazil, Remote) | 03/2021 -- 02/2023
- \* \* Assisted in the creation of commercial proposals, ensuring communication with clients to provide value delivery.
- \* \* Prepared project schedules, including activity definition and duration estimation.
- \* \* Maintained project documentation and updated progress in management tools (Artia, MS Project, Jira, ClickUp, Trello, HubSpot).
- \* \* Managed project closures, including documentation, knowledge transfer, and client satisfaction processes.
- \* Sales Trainee | Robert Bosch Automotive Steering GmbH (Brazil, On-site) | 06/2018 -- 03/2019
- \* \* Supported Key Account Managers by coordinating internal sales activities, such as SAP Sales Vision and service invoicing.
- \* \* Assisted in analyzing data for price adjustments, cost breakdowns, and management of customer purchase orders.
- \* Administration Trainee | Stattus4 Cidades Inteligentes e Sustentabilidade Ltda. (Brazil, On-site) |

02/2018 -- 05/2018

- \* \* Handled administrative tasks, including budget management, documentation, and payment control.
- \* \* Managed content creation and social media accounts for the company.
- \* \* Acted as the primary point of contact for client inquiries.
- \* Removed: Purchase and Import Trainee role - it is not directly related to the project management position you are applying for.
- \* Education
- \* Sorocaba Engineering School (FACENS)
- \* Bachelor's Degree in Production Engineering
- \* Lumiere University (Lyon 2)
- \* Associate's Degree
- \* University of Sao Paulo (USP, SP)
- \* Bilingual Bachelor's Degree in Linguistic and Translation Letters (Portuguese and Spanish)
- \* Languages
- \* Portuguese: Native
- \* English: Fluent
- \* Spanish: Advanced
- \* French: Fluent
- \* Skills
- \* Project Management, Agile Methodologies (Scrum, Kanban), Risk Analysis, Stakeholder Communication, Resource Management, Project Documentation, Commercial Proposals, Project Scheduling, CRM, JIRA, ClickUp, Trello, HubSpot, MS Project, Artia.
- \* Removed: Programming - it doesn't seem to be a requirement for the role you're applying for, and you didn't provide details about your experience or proficiency level.

## EDUCATION

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EDUCATION

Sorocaba

Engineering

School

(FACENS)

Bachelor's

Degree

Lumiere

University

(Lyon

2)

Associate's

Degree

University

of

Sao

Paulo

(USP,

SP)

Bilingual

Bachelor's

Degree

Production

Engineering

Linguistic

and

Translation

Letters  
  
(Portuguese  
  
and  
  
Spanish)

**LANGUAGES**

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LANGUAGES

Portuguese:

Native

English:

Fluent

Spanish:

Advanced

French:

Fluent

**SKILLS**

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Skills

Programming