

Taís | 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

Lumiére 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.