

Taís Maria Bacili Cavariani

(career)

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Brazil | Rodovia João 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 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 Fragrâncias (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.

LANGUAGES

Portuguese: Native

English: Fluent

Spanish: Advanced

French: Fluent

EDUCATION

**Sorocaba Engineering School
(FACENS) Bachelor's Degree**

Production Engineering

**Lumi re University
(Lyon 2) Associate's
Degree**

Linguistic and Translation

**University of Sao Paulo (USP, SP)
Bilingual Bachelor's Degree**

Letters (Portuguese and Spanish)

Skills

Programming Languages: C, Java

Project Management Tools: Artia, MS Project, Jira, ClickUp, Trello, HubSpot

Microsoft Office: Excel, PowerPoint, Project

Others: Flexim, AutoCAD, Creo