

Guilherme Souza

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SUMMARY

Excellent time management and problem solving skills. Organized with the ability to be flexible, learn, and adapt at a fast paced environment, experience with customer support.

EXPERIENCE

Purchasing Assistant 2016-2018

ZAM Industria de Calçados Eireli

- Generated purchase orders to ensure inventory was always properly stocked.
- Produced invoices to third parties in order to complete all work in a timely manner.
- Managed the weekly inflow of inventory when needed.
- Analyzed the material list for the shoe model to ensure everything was accurately recorded • Communicate with suppliers to ensure all business needs were met

EDUCATION

Analysis and systems development at Centro Universitário Internacional - UNINTER 2021-Present

Analysis and systems development at Universidade do Vale do Rio dos Sinos - UNISINOS 2016-2016

Instituto Estadual de Educação Sapiiranga - I.E.E.S 2012-2015

SKILLS

Provide support to various parties in a timely manner.

Manage multiple tasks to ensure all work is done adequately and in a timely manner.

Resolve conflict in a calm and collective manner.

Analyze and adapt to high stress situations to ensure a timely resolution.

Efficiently communicate and assist customers through the e-commerce purchasing process managing to introduce them to a product that suits their needs.

COMPUTER SKILLS/PROFICIENCIES

Microsoft Office: Excel, Word, Power Point

All Windows operating systems from Windows 98 to Windows 10 and Linux

Cloud ERP software e-business user experience (Magento/Open Mage/Bling)

Genesys Software experience

Programming logic experience

Early level of programming experience

LANGUAGES

English (Fluent)

Portuguese (Fluent)

Spanish (Intermediate)

INTERESTS

I would like to be able to use my talents and knowledge to help people efficiently and productively use technology to enhance their business goals.

REFERENCES

Leonardo Jaeger

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Relationship: Friend

Evandro Souza

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Relationship: English Teacher