

Jordana Buzin

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ABOUT ME

Hands-on professional with a diverse background covering 4+ years in the private sector and 2+ in the public one. Solid experience in fast-paced, multicultural, bilingual, and remote environments, including one of the world's largest technology companies, a top-growing North-American startup, and prestigious Brazilian public bodies. Expertise in team and project management, particularly focused on documentation processes. Detail-oriented, resilient, and creative team player with a collaborative approach.

EDUCATION

- Bachelor of International Relations, University Center of Brasilia
- Secondary School, The Village School – 4/4 GPA

EXPERIENCE

Nexton Labs

Technical Documentation and Process Manager

02/2022 – 06/2023

- Coordination of the Technical Documentation and Process (TDP) team, by assigning responsibilities, setting deadlines and orienting priorities;
- Structuring and development of the area and the team, including: selection and onboarding of employees, holding monthly 1:1s, monitoring KPIs, and developing a strategic and budget plans;
- Management of cross-area documentation processes, including editing and proofreading;
- Documentation of work processes and procedures through the writing and compilation of technical content;
- Performance on the following platforms: Slack, ClickUp, Zoom, Miro, AWS, and Google Workspace.

Foreign Affairs Office of the Federal District Government

Special Advisor

04/2020 – 02/2022

- Project management;
- Preparation of official documents;
- Document translation;
- Research and analysis on different subjects;
- Compilation and preparation of briefings, presentation materials, and other documentation for official meetings and missions;
- Organization and scheduling of meetings and events;
- Performance on the following platforms: Trello, SEI, Canva, and Google Workspace.

Huawei Technologies

Project Assistant
Trainee

09/2019 – 03/2020
04/2017 – 09/2018

Service achievement to external customers and assistance in managing Huawei's projects documentation, according to its goals and deadlines.

Global Mission Intercâmbios

Project Assistant
Intern

09/2018 – 09/2019
01/2017 – 04/2017

Service achievement to external customers and assistance in managing Global Mission's projects documentation, according to its goals and deadlines.

Ministry of External Relations

Intern

10/2015 – 10/2016

Organization and translation of official documents; meetings organization; reports preparation, including tasks such as the daily summary of the main news from the division's countries.

LANGUAGE

- Portuguese – Native
- English – Fluent
- Spanish – Intermediate

CERTIFICATION

- Creative Business Workshop by The School of Life Brazil – 2021
- Business Writing & Technical Writing Immersion Course by Udemy – 2023
- Process Flowcharts & Process Mapping Course by Udemy – 2023

AWARDS

- The Future Star Award by Huawei Technologies – 2017
- Seeds for The Future Program Award and Certificate of Honor by Huawei Technologies – 2017

REFERENCE

- [Lucas Arana](#), Chief Operating Officer at Nexton
- [Emiliano Abreu](#), Deputy Chief at the Foreign Affairs Office of the Federal District Government