

# ANA CAROLINA LIMA

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Detail-oriented professional with a bachelor's degree in law and a strong foundation in IT systems, data collection, and data analysis. Skilled in contract review, compliance, and documentation management. Proven ability to verify adherence to company standards, ensure regulatory compliance, manage supplier relationships, and analyze data to support informed decision-making. Multilingual: Fluent in English, French, and Portuguese.

## Education

- Associate Degree in Systems Analyst and Development - UniCEUB, Brasília, Brazil, Jul. 2020 – Jul. 2023.
- Postgraduate Diploma in Public Law - UniCEUB, Brasília, Brazil, Jan. 2019 – Dec. 2020.
- Bachelor of Laws (LL.B.) - UniCEUB, Brasília, Brazil, August 2003 - Jun. 2008.

## Work History

### Jr. Data Analyst, Jul. 2022 – Aug. 2024

SERPRO – Brazil

- Reviewed and managed technology contracts with suppliers to ensure compliance with regulations, laws, and company standards.
- Verified adherence to contractual policies, proactively addressing discrepancies and mitigating risks.
- Developed Power BI dashboards for contract and sales performance analysis, enhancing decision-making for senior management.
- Automated ETL processes using Python and SQL for standardized contract drafts, reducing manual effort.
- Conducted due diligence for system upgrades, ensuring minimal downtime and seamless client onboarding.
- Automated data extraction and reporting, reducing processing times and improving efficiency.

- Maintained secure data storage systems and performed documentation reviews to ensure regulatory compliance.
- Utilized Excel and Word for data analysis, documentation, and reporting tasks.

Passenger Services Agent, Sep. 2015 – Aug. 2016

**SWISSPORT – Montréal, QC**

- Delivered exceptional customer service, ensuring smooth check-in and boarding processes for all passengers.
- Operated cash registers and managed transactions while adhering to company and airline policies.
- Effectively addressed passenger inquiries and resolved issues in compliance with company standards.

**Parliamentary Assistant – Legal Advisor, Mar 2011 – Feb 2015**

**Brazilian Chamber of Deputies – Brasilia, Brazil**

- Managed office operations as Acting Chief of Staff, supervising six advisors and overseeing administrative tasks.
- Drafted and monitored legislative proposals, legal opinions, and executive reports; provided support to key Parliamentary Commissions, including Constitution, Justice, Public Security, and Human Rights.
- Coordinated correspondence, schedules, travel plans, and meetings while ensuring effective communication with government officials, citizens, and corporate representatives

**Legal Advisor, Dec. 2008 - Present**

**Brasilia, Brazil**

- Practicing attorney since 2008, specializing in Public Law with a focus on regulatory compliance and administrative proceedings, including legal research and client representation.
- Drafted, reviewed, and ensured contracts and legal documents adhered to applicable laws while supporting clients in navigating complex administrative frameworks.

**Volunteer Educator., Jan. 2018 – Sep. 2024**

**Presbyterian Church, Brasília, Brazil**

- Provided benevolent care and educational activities for children aged 3-5 years.
- Supported the development of a nurturing and structured environment for early childhood learning.

### **Skills**

- Data Analysis: Research, Data Collection, Data Verification, Document Analysis, Public Source Research, Name Screening, Background Checks.
- Regulatory compliance in the public sector
- **Software and Tools:** MS Office Proficiency, Data Management, Documentation Tools.
- Scrum Methodology