

Brazil

Applied through AIESEC in RECIFE, Brazil.

PROFESSIONAL EXPERIENCE

Sales Support Analyst

**DELL EMC** Oct 2017 - Mar 2019 Panama

Sales Support at Dell EMC in Distribution Sales department - North of Latin America Region. (From October/2017 to present).

Support the Direct Sales Director analyzing sales metrics and creating various sales reports;  
Support the Inside Sales Team with SFDC and other sales tools;  
Support with creation of bid letters;  
Creation and analysis of performance reports for the Inside Sales team;  
Preparation of executive PowerPoint presentations;  
Compilation of Market Share Information - Business Intelligence;  
Attendance to Sales Forecast/Planning Meetings.

Account Manager

**FindUP Tecnologia** Mar 2017 - Jun 2017

Prospecting new costumers for the corporate sector, conducting meetings and negotiations, drafting proposals and maintaining corporate accounts. Conducting videoconferences featuring the Findup platform (T.I Field Service Support). Business review and dissemination, follow-up of the entire sales cycle, reporting directly to the commercial executive director and interacting with business partners.

Management Intern

**Ministerio Publico de Pernambuco** May 2015 - Oct 2015

Internship at The Public Ministry of the State of Pernambuco in the attorney's office of Criminal Justice. Tramitation and distribution of criminal processes, costumer service and document archiving.

Account Executive

**EBS Sp. z o.o.** Apr 2015 - Dec 2016

Account Executive of Polish company EBS - producer of electronic security systems.  
Worked with direct sales conducting commercial visits in all regions of Brazil. Identified new business opportunities through the collection of information on the Brazilian electronic security market.

Activities:

- B2B prospection of new customers by telephone, e-mail and by visits to international electronic security fairs;
- Elaboration of commercial proposals;
- Monitoring of the entire sales cycle, from quotation to after-sales;
- Sales forecast: preparation of quarterly and annual forecasts of sales for the production of the factory (just in time);
- Freight consulting and import process for the client;
- Support in the organization of international events (business conferences) aimed at clients and potential clients;
- Oral presentation of product lines at conferences;
- Translation of catalogs and websites
- Simultaneous translation of customer technical support (English-Spanish-Portuguese).

LANGUAGES

German	Beginner
Spanish	Bilingual
English	Bilingual
Portuguese	Native

SKILLS

Expert	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Driver's licence	
Advanced	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Windows	
+ Self-Confidence	
+ Adaptability	
+ Critical Thinking	
+ Market Research	
+ Client servicing	
+ Internet usage	
+ Windows PC usage	
+ Personal skills and knowledge	
+ Microsoft Excel	
+ Microsoft Word	
+ Microsoft Powerpoint	
+ Data Analysis	
+ Collaboration	
+ Solution Orientation	
+ Salesforce	
+ Creativity	
+ Self Awareness	
+ Sharepoint	
+ Dropbox	
Intermediate	<div><div></div><div></div><div></div><div></div><div></div></div>
+ Handling Pressure	
+ Empowerment of others	
+ Presentation skills	
+ Problem Solving	
+ Time Management	
+ Financial management	
+ Leadership	
+ Operating systems	
Beginner	<div><div></div><div></div><div></div><div></div><div></div></div>

International Trade Intern

Fox Consultoria em Comercio Exterior Dec 2013 - Mar 2014

Worked communicating with foreign exporters in English, Portuguese and Spanish, about products quotations and new business proposals. Also giving support to the import/export documentation.

Business Administration Intern

INFRAERO Sep 2012 - Mar 2013

Internship at INFRAERO (Brazilian government corporation responsible for operating the main Brazilian commercial airports). Worked elaborating Procurement Process and giving support to the commercial management.

ACADEMIC EXPERIENCE

Cedepe Business School Feb 2017 - May 2018 Brasil

Business administration, International relations, International Trade

Hochschule BiTs - Business and Information Technology School

Feb 2014 - Jun 2014 Germany

Business administration, Economics, Marketing, Public relations

Universidade de Pernambuco Aug 2011 - Dec 2016 Brasil

Accounting, Business administration

- + Microsoft Dynamics
- + Work Ethic
- + Technical Support
- + LAN (local area network)
- + Visual Studio
- + Programming skills
- + Visual Basic
- + Project Management
- + Microsoft Access
- + Coaching
- + Artificial Intelligence
- + Human Resources
- + MS DOS
- + SAP
- + Relationship Management
- + Organisational Management
- + Team Management
- + Content Marketing