



# Micaelle Nogueira de Carvalho

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 🌐 Nationality: Brazilian  
 📅 Date of Birth: 19 May 1990

## Education

- 2014-2016 **MBA in Finance** at INSTITUTO BRASILEIRO DE MERCADO DE CAPITAIS (IBMEC), Belo Horizonte, Brazil
- 2009-2011 **Technologist, Financial Management** at PONTIFÍCIA UNIVERSIDADE CATÓLICA DE MINAS GERAIS (PUC Minas), Belo Horizonte, Brazil
- 🎓 Scholarship: won a full government scholarship through the University for all Program (ProUni), after passing the National High School Exam (ENEM).
  - 🎓 Graduated with an academic highlight: University Medal for achieving the highest overall grade and a certificate of merit for the achievement.
  - 🎓 Teaching Assistant of the disciplines **Financial Mathematics** (from 03/2010 to 06/2010) and **Introduction to Accounting** (from 10/2009 to 11/2009), both in the Financial Management program.

## Employment History

- 12/2017  
↑  
01/2014 **Head of Finance at Sympla** (Belo Horizonte, Brazil)
- Responsible for Sympla's financial management and leadership of a team of 6 people.
  - Created 4 departments from scratch – finance, administrative, human resources and personnel –, leading and operating them together for over a year.
  - Implemented a new management concept, dividing finances into corporate and operational. It guaranteed accurate cash management and brought measurability to revenues, which had not been demonstrated before.
  - Planned and designed automation of various processes and tasks in the internal system that increased the team's productivity by approximately 80%.
  - Led a 12-person multidisciplinary team that worked together to succeed in the SAP implementation to consolidate the monthly close on schedule, reducing the closing time by 50%.
  - Recognized for responding a due diligence successfully with high quality of financial information and control. It resulted in the **first investment** in the company in 2016: **R\$13M** (\$4M) made by **Movile**, a global leader in mobile marketplaces. In 2017, I was responsible for responding to another due diligence, which resulted in the **second investment** made by Movile: **R\$15M** (\$4.8M).
- 05/2016  
↑  
05/2012 **Co-Founder at Quatrenhum Eventos** (Belo Horizonte, Brazil)
- Identified a pain point in the market and solved it by creating a scalable business.
  - Built and validated the business model with the break-even point reached in the 1st year and an average profit margin of 45%.
  - Ran a bootstrapping business for 4 years with a competitive edge recognized by the market: while 5% of customers resulted from prospecting efforts, 85% reached us through referrals, and the other 10% reached us after seeing our teams in action.
- Quatrenhum was a small business directed by myself and a partner. We provided an on-demand service of selected and highly qualified teams of promoters focused on the promotion of brands, products, services, campaigns and sales.*
- 01/2014  
↑  
07/2012 **Financial and Administrative Manager at Vinte1** (Belo Horizonte, Brazil)
- Responsible for the company's general management and leadership of a multidisciplinary team of 8 people.
  - Conducted a financial audit and provided annual reports for the previous 5 years.
  - Created the finance and human resources departments from scratch.
  - Designed and implemented the operating flow of a new revenue stream, which became the main one, representing about 80% of all revenue in less than a year.
  - Reviewed the labour relations and consequently updated salaries, positions and benefits, improving the motivation in the workplace.
- 03/2012  
↑  
10/2011 **Financial Assistant at Bordeaux Veículos** (Belo Horizonte, Brazil)
- Responsible for assisting the following financial processes: accounts payable and receivable, financial reconciliation, charging customers, and invoice issuance.

08/2011 ↑ 02/2011	<b>Accounting Administrative Assistant at Tutta Star Indústria e Comércio</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for the control of accounts payable and receivable; receiving and shipping goods; budgeting; purchasing; financial advice to the store; composition of costs; issuing invoices; charging customers; negotiation with suppliers, customers and banks.</li> </ul>
12/2010 ↑ 09/2010	<b>Financial Intern at PUC Minas</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for the organization and formalization of the Food Incubator HORCONFRUT Association: training multipliers to manage projects; monitoring and evaluation of entrepreneurial actions; preparation of executive reports; financial consultancy; training and implementation of financial routines such as cash flow, accounts payable and receivable, and accountability.</li> </ul>
05/2010 ↑ 03/2010	<b>Finance Intern at GSM Consultoria, Engenharia e Manutenção</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for cash flow control; budgeting; control of accounts payable and receivable; issuing of service measurements and invoices; updating demanded certificates; checking of bank and cash transactions; appropriation of expenses and allocation of cost centre; drafting income statements of contracts and projects; ensuring taxes were paid on time.</li> </ul>
01/2010 ↑ 11/2009	<b>Accounting Intern at Georadar Levantamentos Geofísicos S/A</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for integrating invoices in the system; account reconciliation; issuing tax paper to pay; management of spreadsheets for the analysis of financial indexes.</li> </ul>
07/2009 ↑ 02/2009	<b>Administrative Assistant at AVRO Sistemas e Normas de Tradução</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for customer service; marketing; commercial service: orders, payment confirmation, scheduling and registration; formatting and editing bilingual documents; issuing invoices.</li> </ul>
12/2008 ↑ 02/2007	<b>Financial Services Intern at Caixa Econômica Federal (CEF)</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for customer service; opening bank accounts; sale of products (capitalization, insurance and pension plans); various banking services; simulation of loans and financing; training and on-boarding; checking and preparing documents to be processed; organizing and consulting files; reporting.</li> </ul>
01/2007 ↑ 01/2006	<b>Office Assistant at AVRO Sistemas e Normas de Tradução</b> <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> <li>Responsible for customer service; issuing invoices; formatting and editing of the main project: AVRO dx, an unabridged online English-Portuguese-English Dictionary.</li> </ul>

## Most Recent Activities

Since 01/2021	<b>German Language Student</b> Taking online private lessons   Level A2/B1
12/2020 ↑ 07/2019	<b>Independent Business Mentor</b> Mentored startups and small businesses remotely in Brazil, providing advice on important decision-making processes; guiding their strategic and action planning; broadening their network contact; assisting with different topics such as finance, laws and marketing; and offering ongoing support and encouragement.
05/2020 ↑ 04/2020	<b>Programming Student at University of Michigan (MOOC)</b> 📄 <a href="#">Programming for Everybody (Getting Started with Python)</a>   Issued April 2020 <i>(no expiration date)</i> <ul style="list-style-type: none"> <li>Learned basics of <a href="#">Python</a>, a multi-purpose and object-oriented programming language that emphasizes code readability.</li> <li>As a byproduct of this endeavour, learned basics of <a href="#">Git</a>, <a href="#">Github</a>, <a href="#">Fish Shell</a>, <a href="#">Visual Studio Code</a> and <a href="#">Jupyter Notebook</a>.</li> <li>Extended learning through solving problems on <a href="#">HackerRank</a> as an own initiative to develop skills by practice.</li> </ul>
03/2020 ↑ 02/2020	<b>Volunteer at University of Illinois</b> <i>(Urbana-Champaign, USA)</i> Volunteered for a 36-hour hackathon – <a href="#">HackIllinois</a> , world's largest OSS hackathon – willing to execute activities at different levels to support the staff to run the event, such as: giving directions to students within the campus; organizing snacks and dinner; cleaning; moving things; and taking care to keep amenities in order.
02/2020 ↑ 01/2020	<b>German Language Student at Edeltraud</b> Started learning German at a language school   Level A1 <i>Due to Covid-19 measures, quit the in-class course. In mid-May 2020, continued the studies in an online course offered by <a href="#">Goethe-Institut</a>.</i>

11/2019 ↑ 10/2019	<b>English Language Student at English School EC London</b>  Higher Score IELTS Exam Preparation   Final Level: Advanced C1   Issued November 2019 (no expiration date)
	<ul style="list-style-type: none"> <li>Enrolled for an intensive preparation course of 8 weeks in London, taking 30 lessons per week (22.5 hours).</li> <li>Took extra special classes “Speaking with Confidence”.</li> <li>Experienced a full immersion, living with two different native English-speaking families for a month each.</li> <li>Obtained the international certification <b>IELTS</b> – International English Language Testing System   IELTS   Academic Test: Overall Band Score 6.5 – Level B2   Issued November 2019 (expires within 2 years)         </li> </ul>
06/2019 ↑ 04/2018	<b>Period of adaptation and integration as a Brazilian Expatriate in Germany</b> <p>Moved to Munich in April 2018 and naturally began a long process of adaptation and integration. In parallel, joined a <b>group of locals and foreigners</b> on <b>Meetup</b> with a focus on improving language skills, both to become familiar with life abroad and to practice English. After a few months of weekly meetings, commenced a tandem with a German-speaking native to also practice English to develop conversation skills. Those were efforts made in order to finish the English learning process of 18 months started in a <b>English School</b> in Brazil (from 09/2016 to 03/2018).</p>

## Voluntary Activities

11/2017 ↑ 08/2017	<b>Mentor at Lemonade</b> (Belo Horizonte, Brazil)
	<ul style="list-style-type: none"> <li>Mentored various early-stage startups in the Lemonade acceleration program, providing guidance on different topics, such as finance, market introduction and strategic planning.</li> <li>Participated in the examining board, judging startups, their businesses and their financial projections.</li> <li>Gave talks at innovation and entrepreneurship events.</li> </ul>
12/2010 ↑ 10/2010	<b>Vontunteer at Projeto Rondon</b> (Minas Gerais, Brazil)
	<ul style="list-style-type: none"> <li>Joined a multidisciplinary team with the aim of supporting communities in different municipalities.</li> <li>Visited different communities to identify their main needs and problems, as well as to encourage popular participation in collective solutions.</li> <li>Organized and carried out education and recreation activities in the communities, mainly with children and adolescents.</li> </ul>
06/2010 ↑ 04/2010	<b>Vontunteer at PUC Minas</b> (Belo Horizonte, Brazil)
	<ul style="list-style-type: none"> <li>Coordinated the university extension project “Student - University - Society Integration Program”, with the aim of promoting education and improving the integration of students, teachers, employees and community.</li> <li>Developed the research methodology (theoretical framework) for the project.</li> <li>Selected and hired the team of volunteers and monitored their activities.</li> <li>Conducted focus group interviews with teachers from diverse faculties.</li> <li>Presented the project and its results at the Extension Workshop at the University.</li> </ul>
12/2009 ↑ 09/2009	<ul style="list-style-type: none"> <li>Supported the university extension project “Census and Citizenship”, with the aim of diagnosing the community’s socio-economic situation and prioritizing their needs.</li> <li>Joined the workforce of a multidisciplinary team composed of three different programs to interview and collect information about basic needs of a given community.</li> <li>Responsible for the data tabulation.</li> </ul>

## Skills

<b>Soft</b>	Attention to Details, Decision Making, Leadership, Problem Solving, Initiative, Critical Thinking, Dedication, and Ethics
<b>Finance</b>	Financial Analysis, Budgeting, Planning and Forecasting (BP&F), Cash Flow Management, Financial Modelling & Reporting, Stakeholder/Investor Relations
<b>Accounting</b>	Risk and Compliance, Data Analytics, Revenue Recognition, Account Reconciliation, International Financial Reporting Standards (IRFS)
<b>Human Resources</b>	Organizational Communication, Onboarding Process, Training Development, Advising, Recruitment and Selection
<b>Process automation</b>	Process Design & Optimization, System Architecture, Business Acumen, Project Management, Collaboration with Multidisciplinary Teams
<b>Softwares</b>	<b>ERP Systems:</b> SAP, TOTVS, Linx, Conta Azul, and Omie <b>Consolidation &amp; Reporting:</b> IBM Cognos Controller <b>Office tools:</b> Microsoft Office, Google Workspace apps and Libre Office <b>Programming Languages:</b> Python (basic level)