



Micaelle Nogueira de Carvalho

🏠 Colmdorfstraße 21, 81249 Munich, Germany
 ✉️ micaelle.nogueira@hotmail.com
 🔗 micanogueira.github.io
 📞 +49 (0) 1523 773 8369
 🌐 Nationality: Brazilian
 📅 Date of Birth: 19 May 1990

Education



- Since 10/2021 **B.Sc in Management and Technology with a specialization in Computer Engineering** at TECHNICAL UNIVERSITY OF MUNICH (TUM), Munich, Germany
- 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	Accounting Administrative Assistant at Tutta Star Indústria e Comércio <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> 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.
12/2010 ↑ 09/2010	Financial Intern at PUC Minas <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> 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 bookkeeping.
05/2010 ↑ 03/2010	Finance Intern at GSM Consultoria, Engenharia e Manutenção <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> 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.
01/2010 ↑ 11/2009	Accounting Intern at Georadar Levantamentos Geofísicos S/A <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> Responsible for integrating invoices in the system; account reconciliation; issuing tax paper to pay; management of spreadsheets for the analysis of financial KPIs.
07/2009 ↑ 02/2009	Administrative Assistant at AVRO Sistemas e Normas de Tradução <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> Responsible for customer service; commercial: order management, payment confirmation, scheduling, and registration; formatting and editing of bilingual documents; issuing invoices.
12/2008 ↑ 02/2007	Financial Services Intern at Caixa Econômica Federal (CEF) <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> 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 onboarding; checking and preparing documents to be processed; organizing and consulting files; reporting.
01/2007 ↑ 01/2006	Office Assistant at AVRO Sistemas e Normas de Tradução <i>(Belo Horizonte, Brazil)</i> <ul style="list-style-type: none"> Responsible for customer service; issuing invoices; formatting and editing of the main project: AVRO dx, an unabridged online English-Portuguese-English Dictionary.

Most Recent Activities

09/2021 ↑ 01/2021	German Language Student Took online private lessons Level B1
12/2020 ↑ 07/2019	Independent Business Mentor 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	Programming Student at University of Michigan (MOOC)  Programming for Everybody (Getting Started with Python) Issued April 2020 <i>(no expiration date)</i> <ul style="list-style-type: none"> Learned basics of Python, a multi-purpose and object-oriented programming language that emphasizes code readability. As a byproduct of this endeavour, learned basics of Git, Github, Fish Shell, Visual Studio Code and Jupyter Notebook. Extended learning through solving problems on HackerRank as an own initiative to develop skills by practice.
03/2020 ↑ 02/2020	Volunteer at University of Illinois <i>(Urbana-Champaign, USA)</i> Volunteered for a 36-hour hackathon – HackIllinois , 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	German Language Student at Edeltraud 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 Goethe-Institut.</i>
11/2019 ↑ 10/2019	English Language Student at English School EC London  Higher Score IELTS Exam Preparation Final Level: Advanced C1 Issued November 2019 <i>(no expiration date)</i> <ul style="list-style-type: none"> Enrolled for an intensive preparation course of 8 weeks in London, taking 30 lessons per week (22.5 hours). Took extra special classes “Speaking with Confidence”.

- Experienced a full immersion, living with two different native English-speaking families for a month each.
- Obtained the international certification **IELTS** – International English Language Testing System
 **IELTS** | Academic Test: Overall Band Score 6.5 – Level B2 | Issued November 2019 (expires within 2 years)

06/2019
 ↑
 04/2018

Period of adaptation and integration as a Brazilian Expatriate in Germany

Moved to Munich in April 2018 and naturally began a long process of adaptation and integration. In parallel, joined a **group of locals and foreigners** on **Meetup** 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 **English School** in Brazil (from 09/2016 to 03/2018).

Voluntary Activities

11/2017
 ↑
 08/2017

Mentor at **Lemonade** (Belo Horizonte, Brazil)

- Mentored various early-stage startups in the Lemonade acceleration program, providing guidance on different topics, such as finance, market introduction, and strategic planning.
- Participated in the examining board, judging startups, their businesses, and their financial projections.
- Gave talks at innovation and entrepreneurship events.

12/2010
 ↑
 10/2010

Vontunteer at **Projeto Rondon** (Minas Gerais, Brazil)

- Joined a multidisciplinary team with the aim of supporting communities in different municipalities.
- Visited different communities to identify their main needs and problems, as well as to encourage popular participation in collective solutions.
- Organized and carried out education and recreation activities in the communities, mainly with children and adolescents.

06/2010
 ↑
 04/2010

Vontunteer at **PUC Minas** (Belo Horizonte, Brazil)

- 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 the community.
- Developed the research methodology (theoretical framework) for the project.
- Selected and hired a team of volunteers and monitored their activities.
- Conducted focus group interviews with teachers from diverse faculties.
- Presented the project and its results at the Extension Workshop at the University.

12/2009
 ↑
 09/2009

- Supported the university extension project “Census and Citizenship”, with the aim of diagnosing the community’s socio-economic situation and prioritizing their needs.
- Joined the workforce of a multidisciplinary team composed of three different programs to interview and collect information about the basic needs of a given community.
- Responsible for the data tabulation.

Skills

Soft	Attention to Details, Decision Making, Leadership, Problem Solving, Initiative, Dedication Critical Thinking, Dedication, and Ethics
Finance	Financial Analysis, Budgeting, Planning and Forecasting (BP&F), Cash Flow Management, Financial Modelling & Reporting, Stakeholder/Investor Relations
Process automation	Process Design & Optimization, System Architecture, Business Acumen, Project Management, Collaboration with Multidisciplinary Teams
Accounting	Risk and Compliance, Data Analytics, Revenue Recognition, Account Reconciliation, International Financial Reporting Standards (IRFS)
HR	Organizational Communication, Onboarding Process, Training Development, Advising, Recruitment and Selection
Softwares	ERP Systems: SAP , TOTVS , Linx , Conta Azul , and Omie Consolidation & Reporting: IBM Cognos Controller Office tools: Microsoft Office , Google Workspace apps and Libbre Office Programming Languages: Java (intermediate level), Python (basic level), R (basic level)
Languages	Portuguese (Native), English (B2), German (B1), Spanish (B1)