

Aline Paiva

Brazilian, 38 years old
married, 1 daughter
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Objective

Project Coordination/Project Management

Education Background

- **Graduation**
Management with emphasis in Foreign Trade, PUC Campinas (June/2007) - completed.
- **Complementary Courses**
Leadership in a Project Team Environment, IBM Brazil (October/2011) - completed.
Project Management Fundamentals, IBM Brazil (October/2010) - completed.
Project Manager Orientation, IBM Brazil (September/2010) - completed.
English Language Course, Yázigi - interrupted.

Languages

English: advanced.

English: advanced reading and writing skills, intermediate conversation skills.

Project Management Experience

Responsible for resources leadership, endurance, budgeting, and analysis;
Coordinate internal and external resources and third parties/vendors for the flawless execution of projects;
Ensure that all projects are delivered on-time, within the scope and within budget and 100% based on contract;
Developing project scopes and objectives and quotes, involving necessary skills;
Ensure resource availability and allocation, developing a detailed project plan to track progress;
Use appropriate verification techniques to manage changes in project scope, schedule and costs;
Measure project performance using appropriate systems, tools, and techniques;
Manage the relationship with the client and all stakeholders
Perform risk management to minimize project risks;
Establish and maintain relationships with third parties/vendors;
Create and maintain comprehensive project documentation;

Professional Career

- **Accent Serviços de Traduções** – May/2015 to now
Localization Project Manager
Responsible for managing all IBM Marketing and local requests, whether short or long-term, from all clients, national and international.
This process includes in-depth analysis of both client and project in order to develop and send quotations. Responsible, after the approval of the client, for the selection of resources that are necessary and appropriate to develop the Project, ensuring an appropriate execution until the end, ensuring that the process determined to IBM is correctly followed and met, resulting in the due quality of the work and approval by the Quality Process at IBM.
Replacement resource for a IBM regular, covering their activities during a 6 month period;

- **Bureau Translations** - March/2013 to May/2015
Leader Project Manager
 Responsible for managing all kinds of projects, whether short or long-term, national and international, from corporate clients, such as Newell Rubbermaid, Harley Davidson, Tickets for Fun, IBM, among others, including remote contact with clients in the United States, since the company has an office in Miami, interacting with these clients and receiving their requests, preparing budgets and invoicing such projects. This process includes in-depth analysis of both client and project in order to develop and send quotations. Responsible, after the approval of the client, for the selection of resources that are necessary and appropriate to develop the Project, ensuring an appropriate execution until the end. After approval from the client, responsible for issuing invoices regarding the project.
 Focal point for all requests from IBM, ensuring that the process determined to IBM is correctly followed and met, resulting in the due quality of the work and approval by the Quality Process at IBM. Focal point and responsible for understanding and working with the translation tool, for meeting all the requests from Smartling.
- **CAT Tools: Memsources, IBM OpenTM, Trados, Smartling**
- **IBM Brasil Indústria de Máquinas e Serviços** - June/2010 to February/2013
Project Manager
 PMO Project Manager for the Brazil Software Lab for IBM Maximo products. Focal point to meet the needs of the sales team in training partners, localizing the most appropriate resources for each need with the corresponding managers in each area. Responsible for organizing training sessions for partners and clients, as well as localizing the trained resources for this type of interaction. Responsible for collecting and reporting (with the purpose of providing visibility to the activities performed and their importance) activities from the members of the laboratory, pushing up the sales or preparing certain situation with this purpose, such as preparing proof of concept, technical presentation on product functionalities, etc. Support in meetings, event organization, schedule organization, management of executive schedule. Executive secretary back up.

**IBM Brasil Indústria de Máquinas e Serviços – July/2006 to May/2010
Project Management**

Project management at the Translation Services Center at IBM Brazil, responsible for handling translation requests on common material, usually developed by IBM employees, such as folders, documents on Word, Excel, Power Point, etc., mostly from Brazil, and sometimes from other countries. This handling includes the creation of budgets, follow-up with the client, seeking managerial and financial approval of projects, ensuring the receipt of correct information for recovering expenses and the choice of the most appropriate supplier for each type of document and language, making sure that the translation has been appropriately developed until the delivery to the client. Development of Process and Procedure for such activities. Localization Project manager, receiving projects from WW Translation Service Center from Canada, responsible for receiving and preparing materials, allocation, following the entire pre-established processes, guaranteeing the timely delivery and approval of charges from suppliers.

- **IBM Brasil Indústria de Máquinas e Serviços** - June/2005 to July/2006
Trainee – Project Coordination
 Project coordinator at the Translation Services Center at IBM Brazil,

responsible for handling the translation requests on common material, usually developed by IBM employees, such as folders, documents on Word, Excel, Power Point, etc., mostly from Brazil, and sometimes from other countries. This handling includes the creation of budgets, follow-up with the client, seeking managerial and financial approval of projects, ensuring the receipt of correct information for recovering expenses and the choice of the most appropriate supplier for each type of document and language, making sure that the translation has been appropriately developed until the delivery to the client, also including the checking and recording of accountancy information for invoicing. After such inspections, allocation to the supplier with the best quality index, defining this result together with the Quality team.

- **EMERSON CLIMATE TECHNOLOGIES** - August/2004 to June/2005
SALES MANAGEMENT TRAINEE
Issuing of Reports; Receipt and follow-up of guarantee processes; Request and authorization of processes for sending samples or tests; Monitoring of Orders and Production Forecasts and their delivery.
- **Rossi Piovesan Corretora de Seguros S/C** - October/1997 to July/2004
Office Assistant
Filing; mailing; Client/telephone support; budget; policy printing; communication of claims; issuing invoices.