

# Mauro Lages

November, 2011

## Personal Information

Date of Birth: September 16, 1980

Place of Birth: Rio Grande, Brazil

Citizenship: Brazilian

## Contact Information

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## Objective

Project Manager

## Education

**University of Southern of Santa Catarina**

2008 – 2011

Web Design and Programming Technologist

Palhoça, Brazil

**Getúlio Vargas Foundation**

2011

Management and Leadership

Pelotas, Brazil

**PM Tech**

2010

Project Management Formation

Porto Alegre, Brazil

**Anhembi Morumbi University**

2003

Digital Design - Emphasis in Press Media (unfinished)

São Paulo, Brazil

## Main Skills

Good knowledge of Project Management, in accordance with the concepts of PMI

Practical knowledge of the application of Scrum form teamwork

Experience in assembling and managing teams

Experience in setting up offices

Experience in recruitment and selection

Good communication between different publics

Work time Flexibility

Willingness to work in other bases of the company

Analytical capacity to evaluate and develop processes

**Professional  
Experience**

**Conrad Caine**

Pelotas, Brazil

*Conrad Caine is a German digital agency with international structure, which has a development office in Brazil.*

**Chief Operating Officer**

Jul 2011 – Nov 2011

Responsibilities: Empowerment of team leaders, Improvements in communication between the offices, Definition of the Human Resources processes (hiring, firing, evaluation methodology, benefits, internal policies), Administrative support for the creation of a Brazilian company with international corporate structure, Definition of operation costs for the office, Budget planning, Definition of the employment rules for the Brazilian office, Support to conversion of the whole team for the CLT model (according the Brazilian Labor Code), Support for the Steering Committee, Recruitment and selection of new employees and management of external resources (freelancers).

**Worbi Internet Business**

Rio Grande, Brazil

*Worbi is the internet specialized unity of Grupo Meta, one of the TOP 10 Brazilians IT and outsourcing companies.*

**Sales Consultant**

Apr 2011-present

Responsibilities: Technical support to the Sales Managers, Customers visits and attendances, Writing technical proposals and Designing and planning solutions

**Project Manager**

Dec 2009 – Apr 2001

Responsibilities: Administrative management, Team management, Financial management, Office management (25 employees), Scope definition and control, Projects planning and execution, Specialized usability consulting, Technical support to the Sales Managers, Systems and businesses analysis, Requirements analysis, Customers visits and attendances, Writing technical and commercials proposals, Designing and planning solutions, Recruiting and training employees and teams and Freelancers management

**Usability Consultant**

Jul 2008 – Dec 2009

Responsibilities : Designing interactive interfaces (wireframes), Systems and businesses analysis, Requirements analysis, Read and analysis of Use Cases and technical specifications and Training new employees

**Interface Designer**

Jan 2007 – Jun 2008

Responsibilities: Coding HTML, XHTML, CSS and Javascript and Integrating HTML templates in Content Management Systems (PHP)

**Vetorial.net**

Rio Grande, Brazil

*Internet service provider and IT company.*

**Business Consultant**

Jun 2005 - Dec 2006

Responsibilities: Team management, Financial management, Projects planning and execution, Customers visits and attendances, Writing technical and commercials

proposals, Designing and planning solutions, Recruiting and training employees and Freelancers management

**Conectas Human Rights**

São Paulo, Brazil

*Non gov. org. with focus on human rights, education and law.*

Designer and Programmer

Aug 2004 – Mar 2005

Responsibilities: Offline campaigns design, Branding design, Web sites design, Web sites and systems development and maintenance (PHP), IT infrastructure support and Freelancers management

**UOL - Universo On Line**

São Paulo, Brazil

*UOL is one the biggest Internet services and content provider in Brazil. Its website ranks 5th place in the most visited sites nationwide.*

Interface Designer

Oct 2003 – Feb 2004

Responsibilities: Coding HTML, XHTML, CSS and Javascript and Integrating HTML templates in the default content management system (CF)

**Catho Online**

São Paulo, Brazil

Catho is the market leader on human resources.

Designer and Programmer

Nov 2002 – Sep 2003

Responsibilities: Offline campaigns design, Branding design, Web sites design, Web sites and systems development and maintenance (PHP) and Flash coding and animation

**Agência Click - Isobar**

São Paulo, Brazil

*Click stays among the top 5 Brazilian web agencies. Winner of several awards at Cannes Festival.*

Interface Designer

Mar 2002 – Nov 2002

Responsibilities: Coding HTML, CSS and Javascript and Integrating HTML templates in content management systems (PHP, JSP and ASP)

**AG2 - Publicis Modem**

Porto Alegre, Brazil

*One of the market leaders on creation and development for the web.*

Interface Designer and Programmer

Dec 1999 – Feb 2002

Responsibilities: Coding HTML, CSS and Javascript, Integrating HTML templates in content management systems (ASP), Flash coding and animation and Training new employees

**Vetorial.net**

Rio Grande, Brazil

*Internet service provider and IT company.*

Designer and Programmer Mar 1999 – Dec 1999

Responsibilities: Web sites design and Coding HTML, CSS and Javascript

Technical Support

Jun 1999 – Dec 1999

Responsibility: Customers support

**Inter-Rotas**

Rio Grande, Brazil

*Inter-Rotas was an internet service provider.*

Technical Support

Mar 1998 - Sep 1998

Responsibility: Customers support

**Aurora**

Rio Grande, Brazil

*Store specialized in roleplaying games, cards and related literature.*

Clerk

Jul 1997 – Feb 1998

Responsibilities: Customers support, Products presentation and Tournaments

Organization

**Languages**

Portuguese – Native Speaker

English – Good communication, reading and writing