**Joao Pedro Neves**

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| **Personal****Education***2014 - 2018 (expected)**2013-2014***Certification** | **Languages:** English, Portuguese and Intermediate Spanish**Interests:** Sports, Organizing and running events, Finance, Wealth Management**Skills:** Word, PowerPoint, Excel, Quip, Evernote, AutoCadUniversity of British Columbia, Vancouver School of Economics ***Vancouver, BC***Bachelor of Arts; cumulative average: 75%Relevant Courses: *ECON339 Economics of Technological Change, ECON345 Money and Banking, ECON355 International Trade, ECON356 International Finance, COMM473 Business Finance* Centro Universitario de Brasilia, Engineering ***Brasilia, Brazil***cumulative average: 80%Serving It Right, First Aid |
| **Experience***2017-2018**2017**2017**2017 Summer* | Bose Corporation ***Vancouver, BC*****Sales Specialist** * Approached customers in a friendly manner to satisfy needs.
* Sold over CAD$3,000 daily and increased total store outcome
* Handled store transactions and a cash flow of CAD$30,000 daily.
* Controlled inventory flow and forecasted future sales and orders

Darby’s Public House ***Vancouver, BC*****Customer Service Representative** * Greeted customers at a friendly and professional manner
* Handled over CAD$10,000 in cash flow daily
* Gave insightful tips on foods and drinks
* Served in an organized and paced manner

BBW International ***Vancouver, BC*****Event Staff** * Reported to management teams any issues regarding the organization of a specific event.
* Budgeted staff requirements and pay
* Led setup teams before conferences
* Treated patrons in a friendly and respectful manner

Manchester Serviços ***Brazil*****Administrative Assistant*** Developed measuring metrics to be applied across the companies
* Assisted CEO on daily duties
* Implemented cloud database in the company, for easy document access
* Managed current investments and researched future opportunities in order to diversify the portfolio
* Created business proposals and presented them to prospective clients.
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| *2016* *Summer* | Security SATA ***Brazil*****Human Resources Intern*** Helped during the hiring process, checking on employee documentations.
* Developed valuable contacts with other service companies.
* Implemented a meal plan card for all employees.
* Assisted on the translation of due diligence documents.
* Participated in board meetings in order to present new project ideas.
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|  *2015**Summer* | EPS Engineering, Projects and Services ***Brazil*****Commercial Department Intern*** Created financial proposals for public bidding for jobs such as: public brigade, maintenance, security guards and others.
* Researched for public biddings online and documented all that were participated.
* Conducted business analysis on the company’s entire portfolio
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| *2014-2015* | IB Technology ***Brazil*****Financial Administration and Quality Department Intern*** Assisted in implementation of the ISO 9001 and ISO 14001.
* Researched company standards in order to provide in depth explanations to employees regarding company functions.
* Documented full monthly expenses into the system, consisting of detailed information of materials used on contracts.
* Monitored 4 working stations around the city, in order to visualize and implement a working standard.
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| **Volunteering***2014-15* | FIFA ***Brazil*****Media and Ticketing Centre Representative*** Participated as a Volunteer of the FIFA 2014 World Cup Brazil and of the FIFA 2013 Confederations Cup Brazil.
* Assisted media members on and off the pitch, and inside the media enters.
* Controlled ticket will call for both the public and reporters.
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