**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, AutoCad  University 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. |
| *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. |
| *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 |
| *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. |
| **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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