

LILIAN CAVALLINI

Digital Project & IT Manager

[Rua Paulo III, 127 – 05657-070 | São Paulo | SP | Brazil]

[T: +55 11 94451 5454] [E: liliancavallini@gmail.com]

<http://liliancavallini.com>

I'm a digital project and IT manager with 15+ years of professional experience. I have been responsible for hundreds of project throughout my career, including websites, digital campaigns, mobile apps, social media and other digital applications. Within the last decade I had the pleasure of working in major advertising groups like Havas Brasil, McCann Worldgroup, Total on Demand, Reed Exhibitions and help them deliver well done digital projects.

Visit my portfolio: <http://liliancavallini.com>

Digital Project & IT Manager

Innovative, profit-oriented Project Manager with demonstrated success in increasing revenues, market share and earnings, achieving cost reductions and improving client satisfaction in customer-facing operations and large diverse organizations.

Areas of expertise

- Business Development
- Budget Management
- Strategic Planning/Analysis
- Personnel Development
- Vendor/Financial Management
- Profit Maximization
- Cost Control/Reduction
- Program Management
- Team Leadership
- Process Improvements
- Change Management
- Relationship Building

Key Skills Assessment

Strategic Management – Experienced in vendor management, contract negotiations and strategic financial analysis to increase efficiencies and reduce costs while maintaining solid rapport with business partners.

Team Leadership and Budget Management – Expertise in leading and building cohesive cross functional teams and collaborating with senior executives in improving operations and starting up new business locations while overseeing staff and managing budgets.

Process Improvements – Devised and implemented processes, procedures, systems and internal controls to strengthen operations, increase productivity and enhance customer satisfaction.

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Softwares

Microsoft Project	●●●●●
Merlin	●●●●●
FreeMind	●●●●●
Visio	●●●●
Power Point	●●●●●
Word	●●●●●
Photoshop	●●●●●
illustrator	●●
Adobe Design	●
Excel	●●●
Access	●●●
Dreamweaver	●●●
Keynote	●●●●●
TextWrangler	●●●●●

Tools

Jira	●●●●●
Asana	●●●●●
Wrike	●●●●●
Github	●●●●●
Bitbucket	●●●●●

Developer

HTML5	●●●●●
CSS	●●●●●
SACSS	●●●
PHP5	●●●●●
PHP7	●●●

Database

MySql	●●●●●
Sql Server	●●

Languages

Portuguese	●●●●●
English	●●●●
Spanish	●●●

Work History

Project Manager

Company Name: Cheil Brazil

Dates Employed: JUL 2018 – Present

Employment Duration: 1 yr 3 mos - Location: São Paulo Area, Brazil

IT & project director

Glad Studio Digital Services

Dates: Aug 2013 –2018

Employment Duration: 6 yrs -

Web Marketing Manager

Golden Light Business

Dates:Mar 2009 – Oct 2010

Duration:1 yr 8 mos

Project Manager

Imagem & Cia

Dates: Nov 2003 – Jan 2005

Duration: 1 yr 3 mos

Project Manager

Plank – Inteligência Digital

Dates: Mar 2012 – Jul 2013

Duration: 5 mos

Project Manager

Total On Demand

Dates:Oct 2006 – Dec 2008

Duration:2 yrs 3 mos

Frontend Developer

ibizz midia e tecnologia

Dates: Apr 2000 – Oct 2003

Duration: 3 yrs 7 mos

Project Manager

Grupo Havas

Dates:Nov 2010 – Sep 2012

Duration:2 yr 3 mos

Web Marketing Manager

Reed Exhibitions

Dates:Apr 2005 – Aug 2006

Duration:1 yr 5 mos

Art Director

Promogard Art Promotion

Dates: Jan 1997 – Mar 2000

Duration: 3 yrs 3