



# VINICIUS NOVAES

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Since 2014, I have accumulated experience with Strategic Planning, working as PMO, PSO and as Business Analyst with the Global Anglo American team, to ensure Business Operational Continuity.

Part of a global multidisciplinary team for development and monitoring of an integrated schedule, including risk analysis of deliveries and interdependence between the company's areas and disciplines, through specific tools as Oracle Primavera P6, Microsoft Project, Microsoft Office Package, SaaS Smartsheet Platform, Trello, among others.

This professional experience, together with personal one, was a key factor in the academic title I obtained at University FUMEC / MG, with the course of International Business, and MBAs in Strategic Project Management & Agile Methodologies and Design Thinking and Human Resource Management.

It strengthened my versatile, flexible, and dynamic professional profile - essential to face changes in the globalized economic environment.

## WORK EXPERIENCE

### 12.2018 – PRESENT, ANGLO AMERICAN PLC.

#### 02.2021 – PRESENT

#### **BUSINESS ANALYST**, ANGLO AMERICAN GLOBAL T&S -TECH. ACADEMY

- Monitor the set-up of project toolkits. Ensure creation of the necessary artifacts including a project schedule, charter, risks and issue log, change management and all the other existing tools in place.
- Monitor project and discipline dashboards to ensure that they accurately reflect project status.
- Escalate potential risks and issues to the PMO lead and the Value Chain Learning lead.
- Monitor and track project schedules - Identify possible risks.
- Support Technical Academy Workstream Leads to assess performance of current processes and systems.
- Participate in vendor status meetings to understand project progress and emerging risks and issues.
- Recommend improvements to existing processes, controls, tools.
- Smartsheet Control Center Solution Administrator, maintaining program sheets, workflows and dashboards, log and roadmap of prioritized improvement areas for SSCC.
- Oversee Smartsheet CCS solution's implantation as TA Smartsheet Specialist.
- Lead continued integration of core TA processes with Operating Model principles, including development of a service strategy, production strategy and operating the Master Schedule.
- Develop new tools as required to support the evolving content lifecycle.
- Support coordination of translation for learning materials with BU reviews.
- Support design and development of new learning experience program.

**12.2018 – 02.2021**

**PLANNING & CONTROL ANALYST, ANGLO AMERICAN IOB**

- Integrated Planning for IOB & Nickel operations, guaranteeing business continuity.
- Responsible for the delivery of monthly performance reports.
- Engaged with BU's Leaders (BR, CL, PE, ZA) to create Smartsheet dashboards.
- Responsible for COVID-19 Smartsheet dashboard.
- Responsible for CEO Scorecard Brazil on Smartsheet.
- Responsible for Anglo American Brazil Smartsheet dashboard implementation.
- Responsible for PMO Pipeline and Change Management dashboards on Smartsheet.

**02.2018 – 11.2018**

**PLANNING ANALYST, PROGEN**

Supervision of information analysis regarding the schedule evolution of works carried out at Anglo American IOB Step 3 Project. Management of performance improvement indicators.

**05.2017 – 01.2018**

**PLANNING & BUSINESS DEVELOPMENT COORDINATOR, WHITECOM**

Development of strategic accounts, aiming company's expansion and identification of opportunities, monitoring projects financial results and analysis of sales performance indicators.

**09.2016 – 05.2017**

**INTERNATIONAL RELATION ANALYST, FUMEC UNIVERSITY**

Management and evaluation of international cooperation agreements between Universities, Research, and reports on the international situation.

**07.2015 – 09.2016**

**PROCUREMENT INTERN, PETRONAS LUB**

Procurement Intern. Contract management, Import, KPI's management and follow up.

**06.2014 – 07.2015**

**SUPPLY CHAIN INTERN, ANGLO AMERICAN PLC.**

Import and Logistics Intern. Responsible for the first 14 units of Komatsu 830 and all consumables imported.

## EDUCATION

**2022 - 2023**

**MBA PROJECT MANAGEMENT, DESCOMPLICA UNIVERSITY**

Master's degree in Project Management and Agile Methodologies.

**2022 - 2023**

**MBA PEOPLE MANAGEMENT, DESCOMPLICA UNIVERSITY**

Master's degree in Design Thinking and People Management.

**2014 - 2017**

**INTERNATIONAL BUSINESS, FUMEC UNIVERSITY**

Bachelor's degree in International Business.

**2006 - 2008**

**TECHNICAL BUSINESS MANAGEMENT, ETFG SEBRAE MG**

Technician course of Administration and Business Management.

## LANGUAGES & SKILLS

- Portuguese: Native
- English: Fluent
- Spanish: Fluent
- French: Beginner
- Negotiation
- Management
- Project Planning
- Strategic Planning / Business Improvement

## CERTIFICATIONS

- Achievers Leadership Development ([Future Talent Learning](#))
- [Smartsheet Product Certified User](#) (*Smartsheet*)
- Disciplined Agile Senior Scrum Master (*PMI |DASSM*)
- Kanban Management Professional (*Kanban University*)
- [Emotional Intelligence](#) (*Conquer*)
- Trello Leader (*Trello*)
- [Productivity and Time Management](#) (*Conquer*)
- [Design Thinking](#) (*Setec Consulting Group*)

## VOLUNTEER WORK

2015 - 2020

### TRELLO LEADER, TRELLO EVENTS

Help people interested in the planning process (of anything) with Kanban methodology and with the Trello software.

2008

### MARKETING INSTRUCTOR, SOCIAL ENTREPRENEURSHIP PROGRAM

Initial Marketing Instructor in towns along the São Francisco River.

2007

### ACCOUNTING INSTRUCTOR, SOCIAL ENTREPRENEURSHIP PROGRAM

Accounting and Finance Instructor for micro entrepreneurs in the region of Vale do Jequitinhonha.