

Gonçalo Alberto

The father (of two) who is a project manager

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SKILLS	
High	Test Management, Project Management, Product Management, Microsoft Office 365, Team Leading, Web Development, CMS, WordPress, HTML, Frontend, Wireframe, Functional Analysis
Other	Drupal, PHP, Google AdWords, Google Analytics, Web Design, Jira, Confluence, TeamViewer, Microsoft Teams, Microsoft Project, Trello, Adobe Photoshop

ACADEMIC QUALIFICATION
Course: Computer Engineering and Systems
Institution: Instituto Superior de Engenharia de Coimbra
Start date: October 1997 End date: June 2005

PROFESSIONAL QUALIFICATION
Course: Cybersecurity: From Beginner to Expert
Institution: Udemy
Date: 2021
Course: Project Management with Microsoft Project
Institution: PPM Coachers Academy
Date: 2021
Course: Risk Management
Institution: PPM Coachers Academy
Date: 2021
Course: Fundamentals of Leadership and how to do People Management
Institution: Udemy
Date: 2020
Course: An Introduction to Microsoft Project 2010 and 2013
Institution: Pluralsight
Date: 2020
Course: English course
Institution: Udemy
Date: 2020

Course: Test Automation + Software Test Fundamentals and Techniques
Institution: Udemy
Date: 2020
Course: Power BI Course + DAX + Practical Projects
Institution: Udemy
Date: 2020
Course: Leadership and Team Management 4.0
Institution: Udemy
Date: 2020
Course: Learn JIRA with real-world examples (+Confluence bonus)
Institution: Udemy
Date: 2020
Course: Agile Management with Scrum + 3 extra Courses
Institution: Udemy
Date: 2020
Course: Project Planning and Management + 5 Extra courses
Institution: Udemy
Date: 2020
Course: European First Aid
Institution: Escola de Socorrismo da Cruz Vermelha Portuguesa
Date: 2017
Course: Leadership and Team Management
Institution: Olisipo
Date: 2016
Course: Advanced Project Management
Institution: Olisipo
Date: 2016
Course: Formação Pedagógica de Formadores
Institution: Tecla Centro - Formação Profissional, Lda
Date: 2005

Course: Cisco Certified Network Associate 1 and 2
Institution: CISCO Systems Networking Academy Training / ISEC
Date: 2004

LANGUAGES SKILLS	
English	B2
French	A1

PROFESSIONAL DESCRIPTION
CELFOCUS
Start date: August 2020 End date: current
Professional categories: Project Manager
Delivery @ Enterprise – IoT Order Management & Integration
Skills: Project Management, Microsoft Office 365, Microsoft Project, Microsoft Teams, Jira, Confluence, Trello, Support to team management
AGEFE
Start date: November 2012 End date: current
Professional categories: Web Content Manager and Technical Support– Freelancer
Technical support and web communication management
<ul style="list-style-type: none"> • Website specification • Implementation and monitoring • Social networks management • Web content management • Web design • Implementation of new web tools • Office 365 Implementation and Management • Management and configuration of devices (PCs, mobile phones and printers) • Helpdesk
Skills: Web Development, CMS, HTML, Frontend, Functional Analysis, Google Analytics, Adobe Photoshop, TeamViewer, Microsoft Office 365, Adobe Illustrator, Adobe

InDesign, Azure, Exchange, Office365 Admin Center, Microsoft 365 Defender

WayNext

Start date: May 2017 **End date:** May 2020

Professional categories: Project Manager

Monitoring, implementation and management of all processes in the project life cycle

Levi's Portugal - E-commerce website - Open Source - levis.pt:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation; Specification and definition of features;

Levi's 247 Portugal - Mobile App(e-commerce and customer loyalty) Android and iOS- Xamarin

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation; Specification and definition of features;

ACP - Website design - acp.pt:

Mockups for design team; Usability and navigation;

Liberty Seguros - Website design - libertyseguros.pt:

Mockups for design team; Usability and navigation;

Warpcom - Website - WordPress - warpcom.com:

Functional specification; Content management; Testing and validation;

Beefeater - customer loyalty website - Open Source - beefeater.pt:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation; Campaign management;

DaVita - Website - Drupal - davita.pt:

Functional specification; Content management; Testing and validation;

Finantia - Website - Open Source - finantia.com | finantia.es:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation;

Hovione - Website - WordPress - 60.hovione.com:

Mockups for design team; Content management; Testing and validation;

Pestana - Website - Wordpress - pestanagroup.com:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation;

Pestana CR7 Lifestyle - Website - WordPress - pestanacr7lifestyle.com:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation;

Rodinhas - Website - Wordpress - rodinhas.pt:

Functional specification; Mockups for design team; Usability and navigation; Content management; Testing and validation;

Skills: Test Management, Project Management, Product Management, Microsoft Office 365, Team Leading, CMS, WordPress, HTML, Frontend, Wireframe, Functional Analysis, Google AdWords, Drupal, Google Analytics, TeamViewer, Cloud Gantt

NOS SGPS

Start date: December 2013 **End date:** May 2017

Professional categories: Product Development Manager

Specification, implementation monitoring, and evolution of apps (TV, Mobile and Desktop)

Main projects – TV, Desktop and Mobile

- NOS Share
- NOS Login

Main projects - TV - Iris and UMA

- NOS Cinemas
- TVI Reality (Secret Story, Let's Dance, Love on Top, A Quinta)
- Lojas Yubuy
- FoxPlay
- Liga NOS
- NOS Alive

Main projects - TV - UMA

- Quiosque
- Rádios
- Tempo
- Totojogos

Main projects - TV - Iris

- Vimeo
- Canais de Youtube
- Euro 2016
- Famosos / PTFamosos
- Troféus de Televisão (2016 and 2017)
- Lisbon & Estoril Film Festival (2015 and 2016)
- NOS Primavera Sound
- A minha Box
- Twitter TV

Skills: Test Management, Product Management, Microsoft Office, Wireframe, Functional Analysis, Jira, Confluence, Redmine, Balsamiq

OPTIMUS

Start date: July 2011 **End date:** November 2013

Professional categories: Project Manager

Project Manager Optimus Clix

- Web projects management
- Online sales
- Customer experience
- Web management
- Websites: specification, implementation, monitoring and management
- Web design
- Contents update

Skills: Test Management, Project Management, Product Management, Microsoft Office, CMS, HTML, Frontend, Wireframe, Functional Analysis, Google AdWords, Google Analytics, Photoshop

EXCENTRIC**Start date:** December 2008 **End date:** July 2011**Professional categories:** Project Manager**Project Manager Optimus Clix**

- Project management
- Websites requirements specification features
- Implementation of features Click to Dial and Click to Chat (Head of the channel)
- Management of projects, campaigns, and websites
- Support to business unit Optimus Clix
- Web design
- Responsible for training CMS users
- Web implementation of the 2009 Clix Offer
- Responsible for all brand switching web Clix / Clix Optimus – 2010
- Specification, implementation and monitoring of site management:
 - Acesso Optimus Clix
 - Fibra Optimus Clix
 - Cliente Optimus Clix
 - Web Self Care Optimus Clix
 - Open Source CMS

Skills: Test Management, Project Management, Product Management, Microsoft Office, CMS, HTML, Frontend, Wireframe, Functional Analysis, Google AdWords, Google Analytics, Adobe Photoshop

TRIQUIMICA**Start date:** November 2007 **End date:** December 2009**Technical Support – Freelance – Jan 2009 – Dec 2009**

- Management computer telephony
- Implementation of network equipment for telephone and data configuration routers
- Configuration of desktops and laptops, printers, servers (Windows and Unix), Mail Server and Print Server

Head of IT/IS Department – Nov 2007 – Dec 2008

- Management computer telephony
- Implementation of network equipment for telephone and data

- Configuration of desktops and laptops, printers, servers (Windows and Unix), Mail Server and Print Server, and Routers
- Website and Intranet development
- Helpdesk
- Management of teams
- Management and contract negotiations

Skills: Project Management, Microsoft Office, Team Leading, Web Development, HTML, Frontend, Adobe Photoshop, TeamViewer, Management and contract negotiations

INSTITUTO NACIONAL DE ADMINISTRAÇÃO, IP

Start date: May 2005 **End date:** October 2007

Professional categories: Training manager

Operation management and support

- Schedule of courses
- Contract with trainers
- Creation of training classes
- Management operation
- Management / Support / Presentation of e-learning platform
- Monitoring of courses
- Welcome trainers and trainees
- Management of documentation

Skills: Project Management, Microsoft Office, Team Leading