

Gonçalo Alberto

The father (of two) who manages things

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Short Version

PROFESSIONAL CAREER	
CELCOCUS	
Start date: August 2020	End date: Current
Role: Project Manager	
AGEFE	
Start date: November 2012	End date: June 2022
Role: Web Content Manager and Technical Support– Freelancer	
WayNext	
Start date: May 2017	End date: May 2020
Role: Project Manager	
NOS SGPS	
Start date: December 2013	End date: May 2017
Role: Product Development Manager	
OPTIMUS	
Start date: July 2011	End date: November 2013
Role: Project Manager	
EXCENTRIC	
Start date: December 2008	End date: July 2011
Role: Project Manager	
TRIQUIMICA	
Start date: November 2007	End date: December 2009
Technical Support – Freelance – Jan 2009 – Dec 2009	
Head of IT/IS Department – Nov 2007 – Dec 2008	
INSTITUTO NACIONAL DE ADMINISTRAÇÃO, IP	
Start date: May 2005	End date: October 2007
Role: Training manager	

LANGUAGES SKILLS	
English	B2
French	A1

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

SKILLS	
High	Leadership, Project Management, Product Management, Microsoft Office 365

Detail Version

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

PROFESSIONAL CAREER	
SELF FOCUS	
Start date: August 2020	End date: Current
Role: Project Manager	
Career level: <ul style="list-style-type: none"> July 2023 – present – Associate Manager August 2020 – June 2023 – Senior Professional <p>--- October 2023 – present – Project Manager for Vodafone Portugal ---</p> <p>» Management methodologies used: Waterfall</p> <p>--- August 2020 – September 2023 – Project Manager for Vodafone IoT Connectivity Vodafone Group ---</p> <p>» Management methodologies used: Waterfall</p> <p>Main roles:</p> <ul style="list-style-type: none"> Management of stakeholders Management of project scope Management of teams (business analysis, development, testing, and environments) Preparation of work orders Management of budget <p>Main Projects:</p> <ul style="list-style-type: none"> Vodafone Group – Technical Projects – IoT Projects ISO 27001 and ISO 27701 certification – project point of contact to the assessment required for certification ISO 9001 certification – project point of contact to the assessment required for certification 	
Skills: Project Management, Microsoft Office 365, Microsoft Project, Microsoft Teams, Jira, Confluence, Trello, Support to team management	

AGEFE
Start date: November 2012 End date: June 2022
Role: Web Content Manager and Technical Support– Freelancer
Technical support and web communication management Main roles: <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
Role: Project Manager
Monitoring, implementation, and management of all processes in the project life cycle » Management methodologies used: Waterfall and Agile Main projects: 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

Role: 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

Role: Project Manager

Project Manager Optimus Clix

» **Management methodologies used: Waterfall and Agile**

Main roles:

- 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

Role: Project Manager

Project Manager Optimus Clix

» **Management methodologies used: Waterfall and Agile**

Main roles:

- 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

Main roles:

- 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

Main roles:

- 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 negotiation

INSTITUTO NACIONAL DE ADMINISTRAÇÃO, IP

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

Role: Training manager

Operation management and support

Main roles:

- 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

LANGUAGES SKILLS

English B2

French A1

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: Program Management Bridge

Institution: PPM Coachers Academy

Date: 2023

Course: Scrum Master Skills

Institution: Pluralsight

Date: 2023

Course: Leading Teams Foundations

Institution: Celfocus

Date: 2023

Course: Persuasion in Business Communications

Institution: Udemy

Date: 2023

Course: Fundamentals of Digital Marketing

Institution: Google

Date: 2023

Course: Digital Skills: Digital Marketing
Institution: Accenture
Date: 2023
Course: Flow Thinking
Institution: Celfocus
Date: 2023
Course: Impact Mapping
Institution: Celfocus
Date: 2023
Course: SAFe Foundations
Institution: Celfocus
Date: 2023
Course: Facilitation
Institution: Celfocus
Date: 2023
Course: Agile Lightweight Governance – Principles and Practices of a Responsive Governance
Institution: Celfocus
Date: 2023
Course: Information Security and Data Protection in Project Management
Institution: Celfocus
Date: 2023
Course: Understanding and Applying Scrum
Institution: Celfocus
Date: 2023
Course: What is Value?
Institution: Celfocus
Date: 2023
Course: PM Fundamentals: Hands-On
Institution: Celfocus
Date: 2023

Course: Manage Technical Risk - Technical Debt
Institution: Celfocus
Date: 2023
Course: Prioritizing Tasks and Managing Time for Greater Productivity
Institution: Pluralsight
Date: 2022
Course: Preparing for Successful Virtual Meetings
Institution: Pluralsight
Date: 2022
Course: Building Your Virtual Intelligence
Institution: Pluralsight
Date: 2022
Course: Leading Virtual Teams
Institution: Pluralsight
Date: 2022
Course: Collaboration in Distributed Teams
Institution: Celfocus
Date: 2022
Course: EazyBI for Jira
Institution: Celfocus
Date: 2022
Course: Handover Proposal to Project
Institution: Celfocus
Date: 2022
Course: Leading Virtual Teams
Institution: Celfocus
Date: 2022
Course: Project vs Product
Institution: Celfocus
Date: 2022

Course: Become Familiar with Scrum
Institution: Celfocus
Date: 2022
Course: Project Quality Management
Institution: Pluralsight
Date: 2022
Course: Jira 8: Getting Started
Institution: Celfocus
Date: 2022
Course: A Comprehensive Introduction to Microsoft Project 2019
Institution: Celfocus
Date: 2022
Course: PMI-ACP®: Applied Agile Project Management
Institution: Pluralsight
Date: 2022
Course: Agile Project Management
Institution: Celfocus
Date: 2022
Course: Business English Pre-Intermediate B1.1
Institution: Easy Talk - Escola de Línguas
Date: 2021
Course: Cybersecurity: From Beginner to Expert
Institution: Udemy
Date: 2021
Course: Project Management with Microsoft Project
Institution: PPM Coachers Academy
Date: 2021
Course: Stakeholders Management & Communication Strategies
Institution: Celfocus
Date: 2021

Course: Risk Management
Institution: PPM Coachers Academy
Date: 2021
Course: Scope Management
Institution: Celfocus
Date: 2021
Course: Conflict Management
Institution: Celfocus
Date: 2020
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: Introduction to Project Budgeting
Institution: Celfocus
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