ALAN OLIVEIRA, M.A.

PROJECT MANAGER | CREATIVE DIRECTOR

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PROFESSIONAL SUMMARY

LEADERSHIP EXPERIENCE

- 8 years as Project Manager + 4 years as Supervisor.
- Experience leading teams of up to 10 members.

CRITICAL THINKING & PROBLEM-SOLVING SKILLS

- Master's Degree (completed in 2020).
- 7 years of technical editing skills.
- Vast experience managing creative content creation.

COMMUNICATION SKILLS

- 7 years of teaching & public speaking experience.
- Fluent in English; Spanish & Portuguese.

ASSETS & TECHNICAL SKILLS

- Vast experience using & implementing Project Management Systems, such as Wrike; Asana; Notion; Monday; Slack; Trello.
- 10+ years in graphic & web design. I also have experience in software development and web technologies.

PROFESSIONAL EXPERIENCE

CREATIVE DIRECTOR – 4 YEARS

Amenesia History Magazine / Trinity Western University – Langley, BC – Canada | 2020 - 2024

Following my successful tenure as a Senior Designer at Trinity Western University, I was appointed to lead the creative direction for the university's inaugural academic magazine. My role involved:

- Designing and laying out academic articles to ensure a cohesive and visually engaging presentation.
- Selecting and integrating images, illustrations, and bibliographic references to enhance content clarity.
- Maintaining the magazine's visual identity, including cover design and thematic coherence.
- Collaborating with students and faculty to align content with editorial standards and academic quality.
- Upholding high standards of quality throughout the publication process, from initial concept to final release.

LEAD DESIGNER & SOFTWARE PROJECT MANAGER – 1 YEAR

OmniSolu Technology Inc. – Richmond, BC – Canada | Sep 2021 - Sep 2022

During the 1 year contract, I *designed* and *managed* the development of a new reporting/auditing software - using block chain technology – specially designed for the Environment and Climate Change Canada Agency. For more info on this project, please visit my portfolio: *www.alfacreativeprojects.com*

- I was responsible for managing the creative and engineering team tasks, ensuring human resource availability and allocation.
- I developed project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- I led weekly meetings with coworkers & freelancers from each project;
- I presented regular reports to our CEO and stakeholders, detailing gain-loss & achievements throughout the project development.
- I chaired conference calls & presentations to clients.
- I established and maintained relationships with third parties involved throughout the development and testing stages.

CREATIVE PROJECT MANAGER – 3 MONTHS CONTRACT

Creative Mite – Stony Plain, AB – Canada | Oct 2020 - Jan 2021

During the lockdowns of Covid 19, this Alberta Company, responsible for marketing campaigns of 7 resorts/hotels located throughout the Rocky Mountains region, hired me to help to implement a Project Management System that would help to better manage the projects as the entire team migrated into home-office mode.

- I trained the creative team on how to use WRIKE - an efficient and well know project management system.

- I implemented a creative brief form to improve quality and save time in the creative process.
- I established an efficient Brand Guideline Book, reviewing and unifying the visual identity of the 7 resorts/ hotels.

SENIOR GRAPHIC DESIGNER – 2 YEARS

Trinity Western University – Langley, BC – Canada | July 2018 — July 2020

As my first job in Canada, while attending graduate school, I had the opportunity to join the marketing team of the university, working hands-on on all creative service projects. These 2 years as a senior graphic designer were a great opportunity for me to improve my leadership and creative skills in Canadian culture.

- I was responsible for designing the main promotional marketing pieces.
- I oversaw all outsourced graphic and web design projects.
- I also delivered training to all freelancers, ensuring cohesiveness and high quality standards in all marketing designs.

EDITORIAL PROJECT MANAGER – 7 YEARS

ECE Publishing House – Sao Paulo – Brazil | Dec 2011- July 2018

During my 7 years in this role, I oversaw the entire lifecycle of our projects, ensuring a smooth, efficient, and timely content creation process and production of educational materials (K-12 text books; didactical resources; illustrated story books, and teen magazines). Throughout my time at the EC Publishing house, my dedication and good work was rewarded with 4 national awards for creative/ innovative publications. I also had several opportunities to teach and give lectures in educational congresses all over the country.

- I collaborated with cross-functional teams, coordinating the creation, editing, and proofreading stages; having the opportunity to manage projects involving up to 10 professionals.
- I develop project plans, allocate resources, and establish clear milestones.
- I worked closely with copywriters, illustrators, and designers to align projects with the company's content strategy and goals.
- I acted as the main point of contact for internal stakeholders, and team members.
- I provided regular updates on project status and address any concerns or feedback.
- I conducted post-project evaluations to identify areas for improvement and optimize future projects.

EDUCATION

- Masters in Interdisciplinary Humanities Studies | 2020
  Trinity Western University
- Co-op in Graphic Service Management | 2012
  University of São Paulo
- Advanced course in Creative Cloud Software | 2012
  Recovale Training School
- Bachelors in Interdisciplinary Studies | 2011
  Seteceb College
- Diploma in Graphic Design | 2005
  Skill Tech School

ACCOMPLESHIMENTS

- 4 Arete Awards | 2013 - 2014 - 2015 - 2017

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  While working back in Brazil, I received 4 national prizes for publications.

- Ambassador Award | 2018
  Awarded by ESLi English School, as the outstanding student of the semester.

- Microsoft Award | 2004
  Awarded by Microsoft, as the best volunteer instructor - at my State level.

LANGUAGE PROFICIENCY

- English — Full Professional Proficiency | CELPIP Speaking Score: 11/12 | 1 year living in USA + 6 years in Canada.
- Spanish — Conversational/Intermediate | 1 year living in Uruguay doing language immersion.
- Portuguese — Native Language.