

SUMMARY OF QUALIFICATIONS

- **Multilingual** : English, French, Portuguese and Spanish (Brazilian-Canadian)
- **18 years of experience** as designer / integrator / developer for websites and as webmaster
- **20 years** of experience in **aquatic event organization**, planning and execution, local, regional, national and international
- Strong skills in **web development** (front and back-end) and **social media**
- Excellent **project's overview** and product customization
- Ability to manage multiple projects, able to comply short deadlines
- Excellent administrative organization
- Intellectual curiosity, **critical sense**, spirit of analytical and synthesis of projects
- **Creativity**, ability to solve unforeseen situations quickly
- Highly adaptable and quick decision making, **initiative and proactive attitude**

TECHNICAL KNOWLEDGE

- **Advanced (8 years or more)**: Aquatics event execution, organization, bylaws and rules, remote working, social network, MS Office, G Suites, design, web development, meet management software and timing equipment, aquatics data statistics and analysis, administrative tasks, technical support
- **Intermediate (3 to 7 years)**: Video conferences (Google Meets, Microsoft Teams, Zoom, Skype, Whatsapp), FINA GMS, video streaming services
- **Others related**: sports politics, law, anti-doping, video editing, app development

COMPETENCES AND EXPERTISE

PROJECTS

- Analyze content for business and social media, propose and execute innovative ideas
- Design customized strategies and website architecture
- Choose and test appropriate and most suitable tools, software and database
- Ensure the functionality and optimization using web utilities
- Supervise the design and production of interfaces, editorial and graphic content
- Plan integration and ensure timelines to be fulfilled
- Perform regular follow-ups
- Compile statistics and generate reports

AQUATIC ORGANIZATION

- Support the President, CEO and Board of Directors with reports, analysis and feedbacks
- Manage clubs, athletes and coaches data
- Collaborate with IT knowledge and expertise during planning and execution of an aquatic meet
- Collect data and maintain proper documentation
- Supervise technical support staff and provide training
- Verify deadlines and important dates to comply with stakeholders
- Assist clubs, coaches and athletes during competition

WEB

- Website management, installation, configuration, design and programming
- Very strong proficiency on web search and analysis of accurate data
- Management of over than 500 e-mail addresses
- Intensive use of cloud computing and storage

EXPERIENCES & PROFESSIONAL PROJECTS

Since 1998

WEBMASTER | PROJECT MANAGEMENT

Self employed / Swim It Up! Owner / Natacion Founder
Design, development and management of more than 40 websites aquatics-related (about 80,000 users per month). Social media integration and e-commerce.

Events

- **15th FINA Masters World Championships**, Montréal
Design and management of the registration system (12,000 athletes) before and during the competition / E-commerce.
- **Encontro Nacional de Técnicos de Natação**
Annual event for swimming coaches: Wordpress CMS / online registration / online payment transaction.
- **2011 UANA Pan American Masters Championships**, Rio de Janeiro
Accreditation and event support, meet management and website
- **2013 UANA Pan American Masters Championships**, Sarasota
Accreditation and event support
- **Consanat South American Masters Championships 2011-2019**
Meet management, technical support and website
- **CBDA Nationals and Regionals 2017-2018**
Technical support and IT project responsibilities
- **São Paulo State Championships 2006-2014**
Meet management, real-time results, IT project responsible, system installation and configuration

Organizations and associations

- **ABMN** - National Masters Association: web development and management and social network
- **Best Swimming** - Swimming news website: webmaster
- **FAP** - Aquatic Federation of Sao Paulo: development of customized management software (CRM), online registrations and customized app
- **CBDA** - Aquatic Federation of Brazil: development of customized financial software / IT Supervisor

Professionals individuals aquatics-related

- Swimming Photographer **Satiro Sodré**
- 5-time Olympian **Rogério Romero** (brother)
- Olympic bronze medal **Poliana Okimoto**
- 3-time Open Water World Champion **Ana Marcela Cunha**
- Olympic silver medal and Panamerican multimedallist **Thiago Pereira**

OTHER EXPERIENCES AND QUALIFICATIONS

Since 2011

Swimming Official (level 3)
Fédération de natation du Québec

Since 2014

Paraswimming Official (level 1)
International Paralympic Committee

2005-2018

Supervisor and computer technician

Sao Paulo Aquatic Federation

- Management of assets (20 computers) and 2 employees
Brazilian Aquatic Federation
- Database organization, infrastructure management, more than 50 people co-dependancy

1998-2011

IT Technician

Self employed

- Computer maintenance, installation, configuration

Since 1998

Freelancer | Web journalist

Swim It Up

and *Best Swimming* (2003-2017)

Cooperation in production of articles, news and sports videos

EDUCATION

2015

Francisation (level 3)

Cégep de Saint-Hyacinthe

2002

BA in Social Communication

State University of Londrina, Brazil