

EVANDRO.GUIMARAES@IEEE.ORG

SKILLS

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

PROFISSIONAL HISTORY

PROEX VENTURE LLC – www.proexventure.com (USA)

Company specialized in Business Plan for Small Business Companies, founded in the State of Florida on April 15, 2020, effective April 09, 2020.

Florida's number of this company is L20000103277 and EIN number 85-2583270.

Occupation: Management Analyst

Period: from April 15/2020 to the present date

Main responsibilities:

- Provide business plan to Small Business Companies.
- Develop Strategic Plans.
- Map activities, prepare design and redesign of business processes, with implementation of organizational changes.

Main results: In 2021 the company had the following numbers:

- 158 jobs completed and 193 invoices
- Sale in the amount of USD 400 thousand (will be declared in the 2022 income tax)
- 4 employees on payroll
- 7 ongoing service providers (W-9)

GLOBAL BUSINESS CONSULTORIA – www.promaximo.com.br (Brazil)

Business consultancy, advisory and training company, founded in 2003, which provides management analysis services, including organization changes; creation and management of academic and business courses.

Occupation: Managing Partner

Period: from Oct 09/2003 to the present date

Main responsibilities:

- The same occupation of Proex Venture, plus:
- Create courses, pedagogical projects and academic and business training, developing people to better perform their business activities.

Main results: are defined in 4 works selected below:

Organization 1 – Faculdade Unyleya – www.unyleya.edu.br

Occupation: Academic Coordinator

Period: from Feb 01/2007 to the present date

Main results:

- Created many courses in Management and Business, including: Executive MBA in Strategic Management, Executive MBA in Financial Management, Executive MBA in Process Management, Executive MBA in Project Management, and Executive MBA in Marketing Management.
- Author of many instructional materials adapted for e-learning.
- Has taught several subjects in MBA courses, including Strategic Planning and Marketing Management.

GOAL

Working as a management analyst, planning, structuring processes, and motivating people, with the aim of ensuring the maximization of investments and making the environment happier and healthier.



professorevandro@
proexventure.com



+1 (407) 6864249



<https://www.linkedin.com/in/evandro-tsufa-lepletier-quimar%C3%A3es-81243b59/>



@Evandro07868
142

www.promestre.com.br

AUTHOR

- Book 1: Ovinocultura de Corte na RIDE-DF: Cenários e Perspectivas (Sheep Breeding at RIDE-DF: scenarios and perspectives) – Available at Amazon.

ISBN 978-3-330-75387-7 (2016)

- Book 2: Gestão do Teletrabalho: home office no Brasil (Home Office Management in Brazil) – Available at Amazon.

ISBN 978-85-93831-06-5 (2018)

- Author of several of postgraduate instructional materials in the areas of Management and Business and Entrepreneurship.

Organization 2 – SEBRAE – www.sebrae.com.br

Occupation: Consultant

Period: from Jan 18/2011 to Mar 01/2016

Main results:

- Consultant enjoys excellent reputation with SEBRAE
- More than 3,000 hours of Consulting, divided as follows:
 - Business Planning – Strategic Planning – 1725 hours
 - Business Planning – Business Process Management – 455 hours
 - Business Planning – Business Diagnostics – 90 hours
 - Marketing and Sales – Franchising – 30 hours
 - Marketing and Sales – Sales – 230 hours
 - Marketing and Sales – Strategic Marketing – 120 hours
 - Retail – How to Sell More and Better – 457 hours

Organization 3 – FENAFISCO – www.fenafisco.org.br

Occupation: Consultant

Period: from 25 to Jan 27/2011

Main results:

- Planning elaborated in the technique of BSC – Balanced Scorecard
- The work had national repercussions and was reported by several press agencies

Organization 4 – SECEX Secretaria de Comércio Exterior – www.mdic.gov.br

Occupation: Consultant hired by FUNCEX, responsible for implementing Strategic Planning and Process Management at SECEX

Period: from Jan 14/2008 to Mai 13/2008

Main results:

- Delivery of work in record time – only 4 months
- Process Establishment
 - 253 servers searched
 - 183 activities reports answered
 - 119 processes generated in flowcharts
- Goals and Objectives
 - 152 objectives established
 - 344 planned goals
- Mission and Vision
 - In involved 4 directors, 18 coordinators and the office of the Secretary of Foreign Trade, with their direct participation in all stages of the work.
- Organizational Values
 - 253 forms submitted
 - 200 forms answered
- Print and Digital Media
 - Report of activities and processes of each coordination
 - All flowcharts of each activity

OTHER COMPETENCIES

- Postgraduate professor at several renowned colleges and institutions in Brazil – Area: Management and Business.
- Experienced speaker on topics related to management and business.
- Prior to his career as a consultant, he worked actively in the commercial area of large companies, as: Johnson & Johnson, Tramontina, Accor Group and O Boticário.

UNDP CONSULTANT

- **Occupation:** Consultant – hired by UNDP with the DPR Department of Trade Promotion of the MRE – Ministry of Foreign Affairs

- **Period:** from Feb.10.2012 to Sep.28.2012; and Apr.15.2013 to Jun.28.2013, respectively.

Scope: Systematization of the process manual and preparation of an integrating manual; and diagnosis of DPR-MRE management and its adherence to the FNQ¹ model, respectively. **Results:**

<http://www.investexportbrasil.gov.br/sites/default/files/publicacoes/manuais/ManualSecomsSite.pdf> and http://www2.aneel.gov.br/aplicacoes/Licitacoes_administrativas/Documents/Aviso%20de%20Revoga%3a7%20a3o%20PE%2003.2013.pdf

ACADEMIC TRAINING

- Master in Agribusiness - UNB – Universidade de Brasília Mar/12/2013. Dissertation entitled "Sheep Breeding in RIDE-DF: Scenarios and Perspectives" - Master's dissertation link:

<http://www.repositorio.unb.br/handle/10482/13776>

- Specialization in Teaching in Administration – Faculdade Unyleya - Feb/01/2019. Course Conclusion Paper entitled "Multiple Intelligences and Technical Administration Teaching: A Case Study Performed at the Technical School of Ceilândia, DF".

- Specialization in HR Administration in the Public Sector - AVM Faculdade Integrada - Dec/17/2012. Course Conclusion Paper entitled "Management Report on the Trade Promotion and Investment Attraction Project of the Ministry of Foreign Affairs".

- Executive MBA in Business Management – UGF – Universidade Gama Filho – 09/22/2010. course Completion Paper entitled "The Carneria Marketing Plan".

- Executive MBA in Marketing – UGF – Universidade Gama Filho – 06/21/2010. Course Conclusion Paper entitled "Le-Pelletier Tour Business Plan".

- Specialization in Consulting and Organizational Diagnosis – Faculdade Mauá – 03/09/2006. Course Conclusion Paper entitled "Motivation at Bradesco Sobradinho Branch".

- Degree in Administration – UNEB – Instituto de Ciências Sociais Aplicadas – 03/07/1986. Course Conclusion Paper entitled "Cotton and its By-Products".

OEI CONSULTANT

- Minister of Workshop held at Columbia Del Paraguay University, coordinating the IDB / SEBRAE / OEI project - Theme: Business Plan. Pedro Juan Caballero, Paraguay, on May 9/2015.
- Lecture held at Columbia Del Paraguay University with the IDB / SEBRAE / OEI Project Coordination - Theme: Transform Your Idea into a Business Model for a good venture. Pedro Juan Caballero, Paraguay, on May 9/2015.
- Lecture held at Colégio Unidat Educativa Maximiliano Paredes with the coordination of the IDB /SEBRAE / OEI project - Theme: Transform Your Idea into a Business Model. Puerto Quijarro, Bolivia, on April 17/ 2015.
- Lecturer of Workshop held with the coordination of the IDB / SEBRAE / OEI project - Methodological transfer of the "How to sell more and better" program to COFIDE – Desarrolo S.A. Finance Corporation Lima, Peru, 20 and 21 October 2014.
- Lectures held at the coordination of the IDB / SEBRAE / OEI project - Theme: "How to sell more and better". Second Edition of the Entrepreneurs Meeting. Lima, Peru, October 16-19/2014.

PREPARATION OF TECHNICAL REPORT

- BARRAL M JORGE CONSULTORES ASSOCIADOS – International Technical Cooperation MDIC/UNESCO – Project 914 BRZ2019 – Expansion of MDIC Institutional Capacity - Agreement SC 00285 /2018.

- Development of international strategic benchmarking studies – overview of the best practices in architecture and institutional and programmatic governance regarding the treatment of themes and attributions corresponding to the MDIC - Ministry of Development, Industry and Foreign Trade (of Brazil).
- Comparative study of others countries. Benchmarking on the operation of equivalent bodies in Canada (ISED – Department of Innovation, Science and Development and Global Affairs – Department of Foreign Affairs, Trade and Development of Canada); and also benchmarking on the functioning of equivalent bodies in Mexico: (SE – Secretariat of Economy and Undersecretary of Foreign Trade).
- The report addressed the following aspects: institutional; foreign trade; industrial policy; innovation; micro, small and medium enterprises; and trade and services.

- EUROPEAN UNION – EUROAID – Report Link: http://sectordialogues.org/sites/default/files/acoes/documentos/capacity_building_on_managing_the_new_rules-ago_10_relatorio_perito_sgp_pt.pdf

- Technical Assistance to the EU- Brazil Sector Dialogs Project Euro Aid/126232/C/SER/BR. Federal Government, 2010.
- Rapporteur of the event n General System of Preferences (SGP) working on import tax reduction in specific areas – area: foreign trade.
- Event held at FIESP – Federation of Industries of the State of São Paulo.

AWARDS WON

- Quality Award Brazil 2017. National Recognition – Commendation Excellence in Quality offered by the institution BRASLIDER – Brazilian Leadership Association and published in the Official Gazette. São Paulo, 2017. Link of the award video: <https://www.youtube.com/watch?v=g99fiGkDy2c>

- Global Quality Certification Award. International Recognition, offered by LAQI – Latin American Quality Award. Panama City, Panama, 2017.

- Special Honored, CRA-DF Regional Council of Administration of the Federal District. Brasília, 2000.

- Member of Moore Club Sales Convention X, Moore Club, held in Montreal and Toronto, Canada, September 1988.

FEATURED COURSES

Leadership & Customer Loyalty. Disney Institute. Orlando, FL – USA. Orlando, FL, Mar 08/1998.

XIX CEPE – Cycle of Policy Studies and Strategic. ADESG. Brasília, Mai.20 to Aug 24/1990.

Preparation Course for the Examiner of the PNQ - National Quality Award. FNQ – National Quality Foundation. São Paulo, Apr 24 to 25/2013.

(equivalent body to the Baldrige Foundation)

VOLUNTEER EXPERIENCE

- Member of IEEE- Institute of Electrical and Eletronics Engineers, enrolled in the IEEE Education Society Membership chapter. Orlando, 2019.

- Family Care Foundation — Archive: Incubating Micro-Enterprises. entrepreneurship courses offered free to people with high social risk, in the city of Ceilândia, Brasília, Brazil, in partnership with the North American Family Care Foundation. Ceilândia, Brasília-DF, 2015. Link:

- Voluntary Activity as Chairman of the Foreign Trade Committee, of AMCHAM – American Chambers. Brasília, period: 2011-2012.

- Alternate Regional Councilor of CRA-DF – Regional Council of Administration of the Federal District. Brasília, 2008.

- Volunteer Organizer of Strategic Planning using BSC – Balanced Scorecard for CRA-DF Regional Council of Administration of the Federal District for the 2007-2008.

Evandro Tsufa Lepletier Guimarães

4301 Urbana Drive Apt. 232

32837 – Orlando, FL (USA)

+1(407) 686.4249

professorevandro@proexventure.com