




BRUNO MONTEIRO

 mbrunomon@gmail.com

 New York - NY

 (212)518-6953

 [in/brunoarmonteiro](https://www.linkedin.com/in/brunoarmonteiro)

PROFILE

Trilingual English-Portuguese-Spanish professional with 10+ years of experience in project and logistics coordination, excelling in managing teams, aligning visions with stakeholders, and overseeing end-to-end project lifecycles. I hold certifications in Web Full Stack Development and Data Analytics, and proven ability in Agile Methodologies (Kanban/Scrum), ReactJS, MySQL, Node.js, TypeScript, JavaScript, Git, Github, CSS, HTML5, AWS, API, REST and Styled-Components. I am an effective communicator with strong problem-solving and organizational skills. Moving forward, I am looking for a role where I can combine my technical knowledge with my project management skills for a results-driven company.

EDUCATION

Associate Degree in Marketing
Centro Universitario UniCarioca,
Brazil | 2014

CERTIFICATION

Web Full Stack Development
Labenu | 2022

Data Analytics
Udemy | 2021

SKILLS & TOOLS

- Project Management
- Deadline Management
- Logistical Coordination
- Communication Skills
- Organization and Attention to Detail
- Cross-team collaboration
- Problem-Solving
- Agile Methodologies (Kanban/Scrum)
- Resource Management, Data Analysis
- ReactJS, MySQL, Node.js, TypeScript
- JavaScript, Git, Github, CSS, JavaScript,
- HTML5, AWS, API, REST
- Back-End, Front-End, Full Stack Development

CAREER HIGHLIGHTS

SKILLS LAB | New York, NY

Full Stack Developer | 02/2023 - 09/2023

- Led an 8-person team, engaging in daily meetings with Product and Design teams to align on the vision for a dental professionals' app platform.
- Implemented front-end development using React.js and back-end development with Node.js for seamless integration of data and functionalities.
- Spearheaded the introduction of a streamlined feasibility research process, enhancing the assessment of new features and saving valuable time and resources.
- Collaborated on bi-weekly sprint goals, presented monthly functional builds for review, and stayed current on web development trends and best practices for project enhancement.

*Break due to career transition | 04/2020 - 01/2023

CBTV INTERNACIONAL | New York, NY

Project Coordinator | 03/2018 - 03/2020

- Coordinated logistics for a production involving 40+ people, managing travel, equipment rentals, and resources to ensure timely execution.
- Integrated and led a 7-member team, facilitating communication and alignment across departments.
- Oversaw 10 journalism projects up to USD 100,000, consistently meeting recording, delivery, and budget goals.
- Resolved schedule conflicts between production teams, renegotiating and reallocating resources for mutual benefit.
- Negotiated contracts with 6+ vendors, including studios and catering companies, serving as the central point of contact.
- Led negotiations in the pre-production of a feature film, resulting in a 15% budget savings (\$300,000), a 25% reduction in editing time, and efficiency improvements in post-production.

TV GLOBO | Brazil

(The second largest commercial television network in the world, watched by more than 200 million people daily.)

TV Producer | 07/2014 - 01/2018

- Managed technical and meteorological challenges in 8 television productions, leading a team of 20+ professionals to ensure seamless alignment across all production stages for successful program delivery.
- Provided essential support to production management, overseeing budget management averaging USD 40k per episode for an average of 100 episodes per production, covering diverse operational expenses.
- Negotiated with a record label for the use of a culturally significant song in a TV series, emphasizing the benefits to the label, resulting in a cost reduction from USD 10k to 6k and ensuring a satisfactory outcome for the production.
- Spearheaded the establishment of an in-house music library, promoting the use of existing music assets, resulting in an annual cost savings of USD 20K.
- Proposed and successfully coordinated the implementation of an Integrated Multimedia System (IMS), achieving an 85% reduction in paper usage and efficiency gains in material retrieval.

Project Analyst | 12/2011 - 06/2014

- Collaborated with a team of 400+ members, tracking project progress using spreadsheets, contributing to reports and presentations, and sharing crucial information with the management team for informed decision-making.
- Led planning and budgeting for filming a TV series in Nepal, overcoming challenges, resulting in completion 7 days ahead of schedule, a 13% budget savings, a 20% reduction in location costs, and a total savings of USD 10K.
- Optimized production processes by leading a team of over 430 collaborators and coordinating around 20 programs simultaneously, developing a control spreadsheet model that resulted in a significant 30% reduction in outsourcing expenses and a 15% decrease in overtime within two months.