HENRIQUE DE OLIVEIRA SILVA SOUZA

Holiveira430@gmail.com   https://www.linkedin.com/in/henriqueeeoliv/   João Pessoa, Brasil

SOFTWARE DEVELOPMENT SUMMARY

- Data Analyst with 2 years of experience (Municipal City Hall of Bayeux), designing, building, and implementing Business Intelligence solutions, establishing administrative goals, and making strategic decisions.
- I standardized the hiring and firing processes within my company, implementing process flow concepts, VBA, Python, and Dashboard Creation for monthly payroll data visualization. The automated contract drafting process reduced human effort by 70% (from 10 minutes per contract to 3 minutes), utilizing database concepts, mail merge, and VBA.
- Collaborated on strategic-administrative decisions regarding the hiring of over 2900 employees for two consecutive years.

LANGUAGES, TECHNOLOGIES AND SKILLS

Languages: Python, VBA
Technologies: Excel, Power Bi, SQL
Skills: Data Visualization, Public Speaking, Team Leadership, Project Management

EMPLOYMENT & EXPERIENCE

Strategic Planning Analyst (Current Position)   *BAYEUX MUNICIPALITY*   *Sept. 2021 – Present*
Bayeux, in Paraíba, is an urban center with approximately 100,000 inhabitants, recognized for its economic contribution and cultural significance. Its strategic location and medium size play a crucial role in the state's development, particularly in commerce and service sectors.

- Versatile experience across various roles, including Deputy Secretary of Administration, Culture Coordinator, Public Relations Director, Member of the JARI (Resources and Infractions Board), and currently serving as Strategic Planning Analyst at the Internal Control Secretariat.
- Extensive responsibilities encompass goal setting for public administration, analysis of the political and economic landscape, strategy development, project management, results monitoring, and objective communication.
- Proficient in Microsoft Power BI, Excel, data analysis and visualization, alongside skills in public speaking, team management, problem-solving, public administration, finance, procurement, and public policy, among others.

Technologies: Excel, Power Bi

EDUCATION

Federal Institute of Education, Science, and Technology of Paraíba   João Pessoa, PB

BBA, Business Administration   *2019 - 2023*