

ELISA RIBEIRO

Project Manager

Contact

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Skills

Project planning and development

Project Management

Work Flow Planning

Project Tracking

Data Analysis

Document Management

Cross-Functional Collaboration

Client Relations

Languages

Portuguese

Spanish

Software

Microsoft Project

Alteryx

Salesforce

Sharepoint

Google Cloud

Rally

Basecamp

Experienced Project Manager with over 10 years of expertise in project management, data analysis, and problem-solving. Proven track record of successfully leading data-intensive projects, from data wrangling to system integrations. Skilled in data analysis, team collaboration, and delivering actionable insights. MBA candidate with a focus on Project Management at USP.

Work History

2022-12 -

Current

Sr. Data Project Coordinator

Sabre Hospitality Solutions, Southlake, TX

- Successfully planned, designed, and executed phases for large implementation projects, consistently meeting project deadlines while maintaining quality and attention to detail.
- Implemented high-profile data migration project, transferring 2TB of critical data with zero data loss or security breaches, resulting in significant cost savings.
- Conducted comprehensive Exploratory Data Analysis (EDA) on customer data, extracting valuable insights to drive informed decision-making.
- Implemented automated data validation processes through Alteryx, reducing data errors by 20% and saving approximately 15 hours of manual data checking per week.
- Implemented comprehensive data governance practices, ensuring data quality and compliance with industry regulations, resulting in 15% reduction in data-related issues.
- Utilized SQL to efficiently extract and manipulate data from databases, enhancing data retrieval processes.
- Collaborated extensively with global partners and internal technology teams, delivering data mining, analysis, and analytics solutions for business optimization.
- Maintained meticulous documentation of key findings during research and analysis, facilitating knowledge sharing.
- Produced concise Excel and PowerPoint documents for stakeholders, providing actionable recommendations for resource allocation.
- Collaborated closely with business-unit leaders and cross-functional teams to identify and prioritize critical challenges, leading to strategic solutions.
- Monitored project performance, identified areas for improvement, and made necessary adjustments.
- Developed and implemented strategic project plans to align with business objectives, consistently meeting deliverables according to deadlines.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts.

2015-01 -

2022-12

Integration Project Manager

Sabre Hospitality Solutions, Southlake, TX

- Successfully led projects to integrate new PMS and CRM systems, resulting in increase in customer data accuracy and improvement in sales team efficiency.
- Orchestrated end-to-end systems integration projects, including planning, configuration, installation, and post-installation support, ensuring seamless transitions.
- Managed over 35 large-scale projects concurrently, prioritizing needs

and delegating assignments to ensure timely delivery and adherence to project timelines.

- Authored technical narratives to document processes and design changes, enhancing accessibility of technical information for team members and stakeholders.
- Coached employees in day-to-day work and complex problem-solving, fostering skill development and improving team performance.
- Designed comprehensive integration training curricula, empowering customers with knowledge to effectively use and maintain API products.
- Ensured project timelines by proficiently managing deadlines and optimizing workflows to meet project goals.
- Created technical narratives to document processes and design changes, providing clarity and guidance for project teams.
- Authored technical documentation to support product releases, ensuring accessibility and clarity for end-users and stakeholders.

2011-01 -
2014-12

Implementation Project Manager

Expedia, Dallas, TX

- Oversaw implementation lifecycle processes based on organizational needs, regulatory requirements, and customer demand, resulting in 15% improvement in project alignment with client requirements.
- Developed and implemented process optimization plan that reduced implementation timelines by 25% and led to 20% improvement in client satisfaction.
- Researched and resolved barriers to successful system functionality, improving support, and issue resolution, leading to 20% reduction in post-implementation issues.
- Documented processes to streamline setup, customization, and maintenance, reducing implementation timelines by 25%.
- Utilized knowledge of technical industry and technological developments to drive IT deployments, ensuring adoption of latest technologies and best practices.
- Documented processes to streamline setup, customization, and maintenance, enhancing operational efficiency and reducing errors.
- Met with managers weekly to provide detailed project reports and milestone updates, facilitating better decision-making and project progress tracking.
- Successfully planned, executed, and promoted more than 70 implementation projects in 2013, achieving high level of project delivery and customer satisfaction.
- Produced detailed project reports to identify successful outcomes, gain insights, and make future recommendations, contributing to continuous improvement efforts.
- Developed and executed strategic project plans designed to meet specific business objectives and align with organizational goals.

Education

2023-02 -
Current

MBA: Project Management

USP-University of São Paulo - Remote

Thesis: "Agile Project Management Implementation"

Relevant Coursework:

- Advanced Project Management

- Strategic Leadership
- Risk Management
- Project Cost Analysis
- Quality Management
- Agile Project Management
- Change Management
- Stakeholder Management
- Project Portfolio Management
- Strategic Planning
- Data Analytics for Project Management
- Global Project Management

2005-08 -
20092

BBA: International Business Management

Eastern Michigan University - Ypsilanti, MI

Scholarship : Michigan Merit Award Scholarship

AP course : Spanish Language & Culture

Professional Development : Global Marketing Manager

Study Abroad Program : Spanish Language and Culture - Barcelona, Spain

Certifications

2024-01	Agile Project Management with Microsoft Project
2023-06	Project Management Foundations: Ethics (2019)
2023-02	Project Management Foundations