

# Caio Bergamo

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## Professional Summary

Business Administration graduate with entrepreneurial and management experience, including acquiring and leading a company. Skilled in operations, client relations, and team leadership. Adaptable professional with additional hands-on experience in office administration, production planning, financial planning and implementing & improving Standard Operation Procedures. Fluent in English and Portuguese, with basic proficiency in Spanish. Seeking opportunities in a dynamic work environment where I can grow my career and be recognized for performance while contributing strong problem-solving and business expertise.

## Education

Bachelor of Business Administration  
Lindsey Wilson College, United States — 2016 - 2017

Bachelor of Business Administration  
Lincon Memorial University, United States — 2017 - 2019

Cumulative GPA: 3.86

## Professional Experience

**Owner & Manager — Lisam Industria e Comércio LTDA - Campinas, São Paulo, Brazil**  
2021 - 2025

- Oversaw and managed day-to-day operations of a company specialized in the production of disposable hospital products such as head caps, gowns, and shoe covers
- Directed client relations, marketing, and business development.
- Oversaw financial planning, sales strategies, and administrative functions.
- Supervised a team of 6 employees.
- Reduced supply costs by 22% by negotiating a semi-annual contract with scheduled monthly deliveries, lowering the kg price from R\$18 to R\$14, while also improving cash flow with newly negotiated Net 30/60/90 payment terms.
- Implemented and improved standard procedures in the production of disposable medical supplies, enhancing efficiency and ensuring compliance with healthcare regulations.

## **Forman Mover – Lunardi Moving Services - Santa Clara, California, United States**

Summers of 2017/2018/2019

- Rapidly promoted from Mover to Foreman based on performance and leadership ability.
- Managed moves of varying size and complexity, requiring quick problem-solving and risk management.
- Coordinated and guided teams to ensure safe, efficient handling of client property.
- Communicated clearly with customers, ensuring smooth service and high satisfaction.

### **Skills**

- - Business Operations & Management
- - Client Service & Relationship Building
- - Strategic Planning & Problem-Solving
- - Team Leadership & Collaboration
- - Microsoft Office Suite & Google Workspace
- - Languages: English (Fluent), Portuguese (Native), Spanish (Basic proficiency)

### **Activities & Leadership**

- Member in soccer Youth Academy teams in Brazil — 2010-2015
- Member of Lindsey Wilson College Soccer Team — 2016-2017
- Member of Lincoln Memorial University Soccer Team — 2017-2019