



**GABRIEL MARINHO BRAGA**

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27/05/1993

## **EDUCATION**

### **Cruzeiro do Sul University**

Bachelor's Degree in Economics 2020 - 2023

## **EXPERIENCE**

### **Students for Liberty Brasil**

*Brazilian Administrative and Financial Manager (April 2023 - Now)*

Management and monitoring of the organization's accounts receivable and payable, cash flow management, managing contracts and legal documents, monitoring financial performance, providing support to the accounting firm and other services, administrative, financial, and accounting routines, proficiency in Portuguese and English, proficiency in Microsoft Excel, and experience with ContaAzul and other similar ERPs.

*Brazilian Executive Associate (2021 - March 2023)*

Main responsibilities: Member of the team responsible for the Coordinators Program (a program with over 500 active volunteers) of Students For Liberty Brazil. Supervision of the Brazil-Africa integration project, conducting the Organizational Climate Survey and its final report, conducting events and training for over 450 leaders, organizing and conducting the selection process for new volunteers, resolving tickets, opening chapters in states and regions, and creating and sending participation certificates for volunteers, managing and monitoring the organization's accounts receivable and payable overseeing cash flow management, generating financial and administrative reports, analyzing financial reports and data, managing contracts and legal documents, monitoring financial performance, provide support to the Accountant's Firm and other services hired to ensure the financial health, supporting the Brazilian Executive Director in a diverse set of activities

Training Organization: Responsible for the National Leadership Training with 50 trained leaders and the Regional Leadership Trainings with approximately 250 trained leaders.

### *Brazilian Programs Intern 2020 - 2021*

- Member of the team responsible for the Coordinators Program (a program with over 1,000 active volunteers) of Students for Liberty Brazil. Supervision of the Brazil-Africa integration project, conducting the Organizational Climate Survey and its final report, assisting in the organization of events and training for leaders, assisting in the selection process for new volunteers, resolving tickets, opening chapters in states and regions, disengaging inactive volunteers, and creating and sending participation certificates for volunteers.

### *Northeast Regional Coordinator 2020 - 2020*

- Main responsibilities: People management, project management, organization of events and training, mentoring and training of volunteers and State Coordinators in the region.

### *State Coordinator of Alagoas 2018 - 2019*

Main responsibilities: People management, project management, organization of events and training, mentoring and training of volunteers in the state.

### **Nova Égide**

### *Economics Intern 2020 - 2020*

- Main responsibilities: Direct assistance in the management of the brokerage, collecting necessary information for sales. Providing fast and efficient customer service to over 20 clients daily, and assisting with the company's approach spreadsheet along with the monthly sales spreadsheet.

### **Maceió Shopping**

### *Audit Assistant 2017 - 2019*

- Main responsibilities: Preparation of Income Statement, sales registration, cash flow, and sales losses of stores, as well as elaboration of spreadsheets such as sales counting map, income statement analysis process, and shopping sales ranking.

## **ADDITIONAL INFORMATION**

### **Skills**

Knowledge in HTML, MySQL, C, C++, Java, Conta Azul, Bling, QuickBooks, Word, Excel, Google Sheets, and Google Docs.

Full knowledge of communication tools such as Slack, Gather, Trello, Notion, Google Calendar, WhatsApp, Facebook, Instagram, LinkedIn, among others.

### **Languages**

### **Inglês**

Fluency in writing and reading, advanced level in speaking.

## **MAIN SKILLS**

- **Leadership**
- **Cash Flow Management**
- **Financial Planning and Budgeting**
- **Data-Driven Decision Making**
- **Accounts Payable and Receivable Management**
- **People Management**
- **Project Management**
- **Conflict Management**
- **Organization of Events and Trainings**
- **Strategic Communication and Engagement**
- **Ability to Act Strategically**
- **Time Management**
- **Self-responsibility**