

# Laiza Carla Santos da Cruz

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Motivated professional graduated in mechanical engineering, solid experience in the financial management, Data Reports and Supply Chain Management. Highly adaptable to accomplish goals in fast-paced environments. Talent for overcoming operational issues and driving proactive improvements with cost control and schedule optimization strategies that help teams outperform timeline, budget requirements, data entry, records management and inventory. Adds value to any organization in need of great collaboration, interpersonal and multitasking abilities. Meets tight deadlines. Proven skills in developing and implementing policies, standardizing delivery times and promoting positive vendor relations. Forward thinking, adaptable and process-driven with strong scheduling skills. Attentive, professional and passionate about meeting and exceeding business and customer demands.

## Skills

- Operational management
- Infrastructure planning
- Documentation compliance
- Program leadership
- Financial administration
- Strategic planning
- Reporting skills
- Regulatory requirements
- Good work ethic
- Strategic business planning
- Financial management and reporting
- Contract development and management
- Systems and automation applications
- Team building and leadership
- Quantitative analysis expertise
- Fluent in Portuguese / Good level of spanish
- Microsoft Office Advanced
- Planning and coordination
- Power BI
- Analytical
- Accurate
- Excellent oral/written communication
- Flexibility
- Determination
- Organized
- Reliability
- Initiative
- Financing structures
- ERP - SAP
- Computer skills

## Education

**Master's degree**, Data Science – Avila University, USA  
Jan 2025- Present

**Bachelor Of Science**, Mechanical Engineering -University Santa Cecilia, Santos/Brazil  
Dez 2019

**Technical**, Metallurgical Engineering -ETEC Santos/Brazil  
Dez 2014

## Professional Experience

### University of Regina, Regina Canada

05/2024 - 06/2024

Position: Administrative Financial Officer

Organize the undergraduate and graduate classes for the Faculty of Business Administration maintain and update course schedules as required.

Collect course outlines from all instructors for the Hill and Levene Schools of Business:

Coordinate the year schedule together with the Main faculty.

Maintains catalogue forms for new courses.

Track and report on teaching loads.

Provide the Dean and other senior Faculty staff with detailed statistical reports on admissions, enrollments, origin of students, and other determinants as requested,

Act as the main point of contact for Instructors with the faculty, Coordinate classroom, boardroom and other space reservations, Coordinate faculty accounts.

### LC Consult, Itajai Brazil

09/2020 - 05/2024

Financial, Supply Chain Services

Position: Owner

#### Financial Services :

Specialized in the management and complete development of the financial sector and short and long-term investments, management and development of a work team and all the daily routines of an office or financial/administrative sector.

#### Supply Chain Services:

We provide complete control of the supply chain from national and international purchases (all continents) of raw materials to the company's entire distribution network. Tax analysis and preparation of the entire import process. Development of external and internal relations. negotiations with suppliers, partnerships, managers of financial institutions, lawyers and others, logistical scheduling of loading and unloading of raw materials and their distribution to the end customer.

#### Customers:

##### **MSS GLOBAL TRADING TOOLS LLC, FI, USA - 12/2023 - 05/2024**

Branch of the Company: Global Trading Metal Tools dealer

Focus of the service: Supply Chain Importation Consulter.

##### **Sentire Marine LLC, FI, USA - 05/2023 - 05/2024**

Branch of the Company: Naval Parts and Equipment's dealer

Focus of the Service: Supply Chain Importation Consulter.

##### **Up 3Ds, SH, China 05/2021 - 11/2021**

Branch of the Company: Dentist and Health Machines Factory

Focus of the service: Supply Chain Importation Consulter

**Industec Engenharia, Cubatão , Brazil- 03/2023 - 07/2023**

Branch of the Company: Oil & Gas

Focus of the Service: Financial and Administrative Management.

**Sardelic & Servo Technology Paver, São Paulo, Brazil - 04/2021 - 12/2022**

Branch of the Company: Construction

Focus of the service: Administrative and Financial Management.

**Navalsys Marine Systems, Santos, Brazil 05/2021 - 11/2021**

Branch of the Company: Nautical distribution

Focus of the service: Financial and Supply Chain Management

### **Industry Manufacturer of Yachts.**

03/2015 - 11/2020

Position: Supply Chain and Financial Coordinator

2 years and a half working as a coordinator for Supply Chain, planning together with the PMO and Production Manager with strong capacity to project, read, update and interpreter projects with Tools as a AutoCAD/Katia, SolidWorks and Rhinoceros extracting the planning of the BOM (Bill of material) flow required in the production process, and making all the Supply Chain planning of the production process by all the production chain. In the same way on the Supply area, I work as a Logistic coordinator responsible for a team of 12, that work, buying, consolidating, loading and unloading of the raw material at the organization's and finished product's head office in the final customer (HMY – Yachts USA, Vanguard –Yachts Italy or Final customers in National Territory). Management of the entire process of Importation and export of the and Yachts together with the Cargo Agent, dispatcher, and on-board team in the country of origin as well as in the companies that provide services to the industry. Responsible to coordinate the team to preparer the payrolls.

3 years working as Financial Coordinator with focus at Budget planning, survey and projection of revenues, costs, expenses, investments, analysis of variable and fixed operational costs, time and inefficiency. Management and account management in financial institutions: Bradesco, Santander and HSBC (USD/EU), and co- investigation of bank accounts. Implementation of cost centers, allowing a management of costs and expenses by all areas of the company.

### **ACCOMPLISHMENTS**

**Microsoft Project Management** Program -Advanced

**Microsoft Office with Excel**- Advanced

**Python** - beginner

**AutoCad and Rhinoceros (3D Industrial Projects)** - Advanced

**ERP SAP** - Advanced

**Power BI** - Intermediate

**R** – Beginner

### **LANGUAGES**

**English**- Advanced

**Spanish**- Basic

**Portuguese** - Native