

# MATEUS CARVALHO

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## PROFESSIONAL SUMMARY

Business Development Executive with over 4 years of experience in expansion strategy, partnership development, and financial analysis. Proven track record leading the opening of more than 100 educational units, conducting feasibility studies, and negotiating strategic contracts to drive sustainable growth. Strong academic foundation in Business Administration and Accounting, complemented by an MBA in Controllershship and Strategic Accounting. Bilingual professional (Portuguese – Native | English – B2).

## CORE COMPETENCIES

- Business Expansion Strategy
- Partnership Development & Contract Negotiation
- Financial & Feasibility Analysis
- Data Analysis & Executive Reporting
- Budget Control & Cost Analysis
- Process Improvement & Operational Efficiency
- Organizational Growth Strategy

## PROFESSIONAL EXPERIENCE

**Business Development Executive** | Universidade Santo Amaro – Brazil | Sep 2017 – Apr 2022

- Led expansion strategy responsible for the successful opening of more than 100 educational units under the distance learning model.
- Conducted financial feasibility studies and in-depth market analysis to support strategic location decisions.
- Negotiated partnership agreements and contractual terms with external stakeholders.
- Ensured compliance through documentation review and regulatory process oversight.
- Prepared executive-level management reports to support data-driven decision making.
- Coordinated physical structure audits for new unit implementation.

**Administrative Assistant** | Grupo Pão de Açúcar – Brazil | Jun 2013 – May 2017

- Supported HR operations including recruitment processes, terminations, and benefits administration.
- Assisted legal and compliance departments with documentation control and internal procedures.
- Managed records, filing systems, and administrative workflows to improve operational organization.
- Provided cross-functional support across departments to enhance internal efficiency.

## EDUCATION

MBA in Controllershship and Strategic Accounting – Universidade Santo Amaro (2021)

Bachelor's Degree in Accounting – Universidade Santo Amaro (2022)

Bachelor's Degree in Business Administration – Centro Universitário Anhanguera (2018)