

ADAMIS RICARDO

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PROFESSIONAL SUMMARY

Civil Engineer with experience in building inspections, technical reporting, construction documentation, procurement, contracts, supplier coordination, and operational controls. Practical experience with residential electrical installations and building systems, including assessment of electrical, hydraulic, ventilation, and structural conditions. Additional background in agricultural production and precision-agriculture workflows. Known for organized documentation, cross-functional collaboration, and attention to safety, compliance, and detail.

CORE SKILLS

- Residential electrical installations and building systems
- Building inspections and technical reports
- Civil engineering documentation and drawing review
- Procurement, purchasing, and supplier negotiations
- Contract administration and compliance
- Inventory control and materials management
- Cost analysis, quotations, and purchase orders
- Agricultural production and precision-agriculture mapping
- Workplace safety and technical documentation
- Teamwork, communication, and coordination

PROFESSIONAL EXPERIENCE

Senior Purchasing Analyst — INORPEL Cybersecurity

October 2024 – January 2026 | Paraíba, Brazil

- Managed purchasing activities, including supplier research, quotation comparisons, price and delivery negotiations, and purchase-order preparation.
- Tracked material and supply requirements, monitored deliveries, and supported accurate purchasing records and internal controls.

Self-Employed Civil Engineer — Independent Practice

February 2023 – November 2024 | João Pessoa, Paraíba, Brazil

- Conducted property inspections and collected information on physical condition, conservation, location, and other market-value factors.
- Reviewed property records and technical documentation; prepared reports and valuation analyses using comparative-market, replacement-cost, or income approaches as applicable.
- Inspected buildings for structural issues, cracks, moisture intrusion, corrosion, and wear; assessed electrical, hydraulic, ventilation, accessibility, and fire-safety-related conditions.
- Prepared technical reports describing findings, recommended repairs, maintenance actions, and improvements, following applicable technical standards.

Administrative Technician — Order of Attorneys of Brazil — Paraíba Section

October 2022 – January 2023 | João Pessoa, Paraíba, Brazil

- Supported administrative routines, records, and document handling.

Purchasing, Bids and Contracts Assistant — SEST SENAT

March 2018 – July 2022 | João Pessoa, Paraíba, Brazil

- Prepared and reviewed terms of reference, procurement notices, purchasing documents, and contract records for products and services.
- Compared suppliers, quotations, costs, delivery schedules, and payment terms; negotiated conditions and prepared purchase requests.
- Monitored service contracts, deadlines, deliverables, measurements, and compliance with contractual obligations.
- Coordinated with suppliers and internal teams to resolve discrepancies, maintain records, and support timely procurement.

Contract Management Assistant — SEBRAE

September 2013 – June 2015 | Palmas, Tocantins, Brazil

- Maintained contract records, tracked performance and compliance, supported contract inspections, and prepared status reports.
- Reviewed invoices and service records, documented amendments, monitored contract deadlines, and coordinated issue resolution with internal teams and suppliers.

Civil Engineering Assistant — FORMA Engenharia

May 2013 – September 2013 | Palmas, Tocantins, Brazil

- Assisted with technical reports, engineering documentation, drawing review, field measurements, site inspections, and construction progress monitoring.
- Supported project documentation, cost and budget controls, safety practices, and coordination among engineers, suppliers, and site teams.

Technical Production Assistant — SOLOTEC Agrícola

April 2009 – May 2013 | Brazil

- Worked in agricultural production support. Additional precision-agriculture experience includes soil-fertility mapping using Farm Works software.

Civil Engineering Assistant — CONSPLAN – Construction and Planning Ltda.

April 2008 – March 2009 | Palmas, Tocantins, Brazil

- Supported civil engineering and construction-planning activities.

Operational Control — Electrical Network — Exata Construções Ltda.

August 2007 – March 2008 | Palmas, Tocantins, Brazil

- Supported operational control activities related to electrical network construction.

EDUCATION

Bachelor's Degree in Civil Engineering — ULBRA | July 2008 – July 2015

Postgraduate Specialization in Occupational Safety Engineering — Centro Universitário de João Pessoa | 2017 – 2019

Residential Electrical Installations — Specialization / technical focus

Food Engineering studies — UFPB | 2001 – 2003 (coursework; degree not listed)

CERTIFICATIONS & LANGUAGES

Certifications and training: Workplace Safety (cross-functional competencies); Technical Analysis (classical); FEBRABAN Professional Certification for Banking Correspondents (FBB-100); Real Estate Appraisal using Statistical Inference.

Languages: Portuguese (native) | English (professional working proficiency)