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Bruno Ricardo Lopes

Summary of qualifications

December 2005 – August 2008

World Family Organization.

The World Family Organization is an International Organization in Consultative Status with the United Nations, and works in cooperation with specialized agencies to develop policies and projects for improvement of housing, health, sanitation, nutrition, education, recreation, work conditions, social protection and environmental issues affecting families.

<http://www.worldfamilyorganization.org>

Office and Project Manager

Office Manager

- Prepare and execute annual budget.
- Prepare and execute payrolls in coordination with the accountant.
- Compile, plan and order office supplies to the Presidency Office in Brazil and the Headquarters Office in Paris, France.
- Provide administrative support to the President in the Presidency Office in Brazil and the Headquarters Office in Paris, France.

Project Manager

- Prepare, manage and execute project budget and recommend subsequent budget adjustments when necessary.
- Prepare and provide financial reports.
- Delegate tasks and responsibilities to appropriate personnel.
- On site visits and reporting.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop and deliver progress reports, proposals, requirements documentation and presentations.
- Track and report team hours and file expense reports.
- Create, maintain & constantly look to improve production processes.
- Conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment.

March 2004 – August 2008

World Family Organization.

Communications Officer

- Web designer: setup, update and maintenance of the Organization's website.
- Provide information and documentation on meetings, conferences and trends in this field.
- Coordinate the communication channels through different media: internet, e-mail, website, fax and document release.
- Preparing and coordinating international conferences including the logistics under the supervision of the President and the Vice President of Communication and Public Relations.
 - Summits: World Family Summit: China 2004, Brazil 2005, Jordan 2006 and Poland 2007.
 - Statutory Meetings: Executive Board Sessions: France 2005, Spain 2006, Switzerland 2006, Jordan 2006, Germany 2007, Geneva 2007, Poland 2007 and United States 2008.
- Organize and coordinate side events during the United Nations High Level Segment

- of ECOSOC – 2006, 2007(Geneva) and 2008 (New York).
- Provide support for computers and printers, internet and network in the Presidency Office in Brazil and in the Headquarters in Paris, France.
- Contribute to Organization effectiveness and efficiency.
- Maintain awareness of new technology in the telecommunications field by assessing new products and services, and reviewing publications.

March 2001 – March 2004

Infolider Brasil Informatica Empresarial.

Infolider is a private company specialized in supply technical support, computers and equipments of information technology for home, home office, small, medium and large business.

<http://www.infoliderbrasil.com.br>

Computer Technical Assistance

April 1998 – March 2001

America Online Telecomunicações Ltda.

Internet Service Provider – No longer in activity in Brazil.

Internet and Computer Technical Support

Education

2009–2010

George Brown College

MBA in International Financial Management (to be concluded in 2010)

2006-2008

Centro Tecnológico OPET (OPET Technology Center)

Graduated in Financial Management

1999-2001

Universidade Tuiuti do Paraná (Parana State Tuiuti University)

Bachelor of Psychology

- Incomplete.

Languages

Fluent in Portuguese and English.