JOSÉ ADAIR SILVA

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Brazilian ⬝ Married

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OBJECTIVE: Coordinator/Manager IT - Projects

Summary of Qualifications

* Career developed in the area of **Information Technology**, with extensive experience in team coordination, project management, implementation of systems, implementation of improvements developing trajectory in companies in the health;
* Project management, following PMI, ITIL and COBIT practices, involving demand control, schedule definition, feasibility analysis, negotiation of deadlines and scope, ensuring compliance with deadlines, costs and quality required by the;
* Strong performance in building internal partnerships and in the interface between the Business and IT area, optimizing communication, meeting needs and ensuring the satisfaction of the projects undertaken;
* Management and development of operational, managerial reports and action plans, control and management of CAPEX / OPEX and carried out in the IT area - coordination of demands and projects following the Group's Governance, coordination of local technical support activities - systems and infrastructure;
* Coordination of management processes such as time control, vacation, budget control, communication, deployment of goals.

Academic background

**MBA in Project Management** - Concluded in 2020

University of São Paulo

**Post Graduation in Project and Portfolio Management** - Concluded in 2018

United Metropolitan Colleges

**Graduation in Management Processes** - Concluded in 2017

Anhembi Morumbi University

**Degree in Computer Science** - Concluded in 2000

Centro Universitário Nove de Julho - UNINOVE

Certifications

ITIL V3 Certification – EXIN APMG International

Language

**English –** Intermediate

**Spanish –** Basic

Professional Experience

07/19 Current **STATE HOSPITAL OF DIADEMA - SPDM**

 *National Company of large size in the segment of Management / OSS Autarchy*

 **Information Technology Coordinator**

* Responsible for interfacing with the internal customer in face of business demands and needs. Refine the understanding of the scope, product and solution that best meets the requirements. Seek technological innovation through visits to events, suppliers, seeking updates of solutions that meet the problem / need.
* Manage the area of IT demands delivery, using techniques, tools and methodologies of the institution, based on best market practices - PMI, ITIL;
* ERP Deployment Planning and Coordination - TASY (Philips) Configurator, Billing, Financial, Purchasing, Inventory, Personnel Management (fully customized);
* Management of local technical teams that work on building solutions for the public and private sector in the health area;
* Planning, creation and adaptation of operational routines;
* Service Desk Management through the GLPI tool;
* Preparation of Contingency Strategies for Backup/Restore;
* Contract Management;
* Understanding of business rules for building reports for decision making.

2011 a 2019 **MEDICAL SCHOOL FOUNDATION - USP**

 *National Company of large size in the segment of Management / Autarchy*

 **Area Coordinator - Information Technology / Projects**

* Management of IT infrastructure projects, implementation of the TASY Hospital Management System (ERP), involving several modules and having as main objectives the integration of the organization's processes, cost reduction, reliability and availability of access to information involving analysis, development, implementation, support and monitoring, ensuring compliance and functionality of processes for decision-making;
* Contract management, disbursement, investments, conducting negotiations with suppliers and obtaining significant cost reduction through the planning of acquisitions;

* Management of Operational Reports, Management and Action Plans, Control of expenses and investments made in the IT area - Coordination of demands and projects following the Group's Governance, coordination of local technical support activities - systems and infrastructure.

extracurricular courses

* **Risk Management for Projects** – The University Of Adelaide - Edx – EAD (2018)
* **Portfolio Management, Governance & the PMO** – Washington University - Edx– EAD (2017)
* **Curso Preparatório para Certificação PMP –** Project Lab (2015)

personal competencies

* Leadership;
* Negotiation;
* Personal/team stress management;
* Good interpersonal relationship;
* People and team management;
* Teamwork;
* Organization, logical thinking and creativity.