



# Vitória Neves Matos

International Trade Analyst

📍 SÃO PAULO, 04363060, BRASIL

## Details

Rua Arapá 33, Bloco 2  
- Ap 172, São Paulo,  
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vitoria\_nmatos@hotmail.com

## DATE OF BIRTH

1994-09-08

## 🌐 Social Profiles

LinkedIn

## 📌 Skills

- Excellent written and oral communication skills
- Self-motivated with a high energy level
- Advanced Import/Export knowledge
- Project Management
- Outstanding problem solving abilities
- Remarkable ability to manage in a team
- Global mindset & cross-cultural experience & languages

## 🌐 Languages

Portuguese

English

Spanish

## 👤 Profile

Professional with +4 years of international trade experience. Proficiency with Sharepoint, MS Office products including Word, Excel, PowerPoint and Outlook. Knowledge extracting and analyzing data using ERP system SAP R/3. Ability to adhere and deliver deadlines, complete work assignments. Independent and flexible with ability to shift focus on new priorities. Ability to effectively collaborate with managers and executives, team oriented, excellent organizational and leadership profile skills complement my profile.

## 📁 Employment History

International Trade Analyst at Eastman Chemical Company, São Paulo  
April 2014 – Present

- Maintained daily import and export control processes.
- Prepared and presented cost reduction reports using Excel.
- Created flow charts using Microsoft Visio.
- Mitigated risks and corrected discrepancies during review of transactions.
- Created and approved shipping documents using SAP.
- Managed, compared and analyzed multiple trade lanes.
- Assisted with the implementation of company acquisitions not limited to SAP.
- Requested and reviewed import and export license applications.
- Assisted with project management using Excel, Power Point and One Pager.
- Corresponded with Customs Brokers and freight forwarders.
- Created templates used to improve audit progress.
- Assured compliance of product flow.
- Developed requirements for functional improvements and enhancement.
- Coordinated with Logistics, Planning, Customer Service and Regulatory leads.

International Trade Intern at Eastman Chemical Company, São Paulo  
June 2013 – March 2014

- Interpret shipping documents.
- Verify and file import and export processes for audit.
- Compile import reports monthly.
- Check and provide payment to suppliers.
- Courier documents to Customs Brokers.

## 🎓 Education

Bachelor of International Trade, Universidade Anhembi Morumbi, São Paulo  
2013 – 2016