

# ISABELLE PINHEIRO

## PROFILE SUMMARY

Dynamic Executive Assistant and Commercial Specialist with proven experience in C-suite support, B2B business development, and operational coordination. Skilled in high-level calendar governance, international travel logistics, vendor negotiations, and leveraging Microsoft 365 and AI-driven business tools to maximize operational efficiency. Combines sharp analytical capabilities and spatial/data tools (Power BI, Excel) with fluent English and intermediate-advanced Spanish. Adept at driving process optimization, managing C-level relationships, and converting strategic workflows into seamless execution.

## WORK EXPERIENCE

### Environmental Analyst I / Operational Coordinator

ConAm Consultoria Ambiental - oct, 2024 – may, 2026

- Project & Schedule Coordination: Managed end-to-end operational timelines, cross-functional field schedules, and client deliverables under tight deadlines.
- Data Analysis & Reporting: Created executive-level reports, analytical dashboards, and structured technical documentation using Power BI and AutoCAD.
- Client & Vendor Communication: Served as the main point of contact for clients and external partners, ensuring transparent updates and high satisfaction.

### Junior Sales & Project Engineer / Executive Support

GreenSoil Group Brazil- dec, 2022 – aug, 2024

- C-Suite & Executive Governance: Provided direct operational support to the CEO and General Manager, managing complex calendars, streamlining confidential communications, and screening high-priority correspondence.
- International & Team Logistics: Managed accommodation arrangements for international visitors and international partners traveling to Brazil, coordinating hotel bookings, ground transportation, alongside operational lodging for team members.
- B2B Pipeline & Commercial Growth: Drove active outbound prospecting (hunting) and cold outreach campaigns, identifying high-value accounts and mapping target markets across pharmaceutical, mining, and oil & gas sectors.
- Strategic Relationship & Meeting Conversion: Represented the company at industry congresses and corporate events, converting high-level networking into strategic C-level sales meetings and accelerating deal pipelines.
- Proposal Lifecycle & Vendor Coordination: Managed end-to-end commercial proposals from initial brief to closing, coordinating cross-functional teams, negotiating with external vendors, and preparing formal contracts.

### Support Specialist | Commercial Assistant

Silvana Pinheiro imóveis - oct, 2019 – dec, 2023

- Proactively prospected property owners for real estate sales and listing acquisitions.
- Coordinated and scheduled property visits alongside the broker to gather promotional and marketing materials.
- Mediated meetings and discussions between clients, property owners, and the real estate broker to ensure smooth communication.

## CERTIFICATION

PL-300 Microsoft Power BI Data Analyst Associate - Coursera - 2026  
Excel Basic to Advanced - Grupo Ninja - 2021  
Power BI - Grupo Ninja - 2022

## LANGUAGES

- Portuguese (Native): C1/C2
- English (Advanced): B2/C1
- Spanish (Intermediate): B1/B2
- Italian (Beginner): A1/A2

## EXECUTIVE ASSISTANT BUSINESS DEVELOPMENT SPECIALIST



## EDUCATION

### Bachelor's Degree in Environmental Engineer

Federal São Paulo University, Graduated Jun 2023

### Bachelor's Degree in Marine Science

Federal São Paulo University, Graduated Dec 2019

## SKILLS: EXECUTIVE SUPPORT & OPERATIONS

- Executive Assistant (C-level Support)
- Calendar Governance & Meeting Management
- Global Travel & Accommodation Logistics
- Vendor Negotiation & Contract Management
- Project Lifecycle Coordination

## SKILLS: SALES & BUSINESS DEVELOPMENT

- CRM Management & Pipeline Tracking
- B2B Sales & Pipeline Management
- Outbound Prospecting (Hunting) & Cold Outreach
- Stakeholder Management & Relationship Building
- Commercial Proposal Development
- Market Research & Opportunity Mapping

## SKILLS: TECHNICAL SKILLS & ANALYTICS

- Data Analysis & Reporting (Power BI & Excel)
- Microsoft 365 & AI Business Productivity (Copilot, advanced workflow automation)
- Operational Process Optimization
- AI Tools

## EXTRACURRICULAR ACTIVITIES

- Operatorlab (December 2020 – July 2021): Intern – Drafted and published environmental water and soil analyses, led client meetings for sample review (nomenclature, date, project, and client), strictly monitored deadline compliance, and validated sample integrity holding times for analysis.
- AIESEC Santos (February 2018 – July 2018): Volunteer at NGO AIESEC Santos – Handled reception and integration of international exchange participants, cultural facilitation, leadership in organizing strategic Team Building events, and active acquisition of sponsors and partnerships.
- Museu do Mar Santos (December 2015 – January 2016): Public service and guided tours focusing on storytelling, driving audience engagement with the exhibition, and boosting associated sales conversion.

## CONTACT ME



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