Rute Silva Xavier

IT specialist

Portugal, Lisbon

Address

R. Dr Teófilo Braga, 58
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rutexavier@me.com

Languages

Portuguese

English

Tools

Bootstrap 3 e 4

PHP

Javascript

JQuery

Mysql

MSSQL

Adobe Photoshop

Adobe Dreamweaver

Serviços de Ação Social da Universidade de Lisboa

Identification

Rute João da Silva Xavier, with Portuguese nationality, was born on April 21, 1971 in Lisbon.

Bearer of identification document with number 9506173-8 and tax identification number 198882858

Academic Education

Degree in Computer Science
1995/1996
Universidade Autónoma de Lisboa
Final average: 13 values

Professional Experience

Appointment as Coordinator of the Information and Communication Systems and Technologies Area
From June. 14, 2021, until present time
Serviços de Ação Social da Universidade de Lisboa

Manages the "Information and Communication Systems and Technologies Area", covering the areas of administration of information systems, network and communications infrastructures and user support.

Appointment on a replacement basis as Manager of the "Information and Communication Systems and Technologies Area"
From January 1, 2021, to June 13, 2021
Serviços de Ação Social da Universidade de Lisboa

Coordinates the "Information and Communication Systems and Technologies Area", covering the areas of administration of information systems, network and communications infrastructures

and user support, giving continuity to the functions and activities carried out as ICU coordinator.

Manager of the Information and Communication Technologies Unit
From November 13, 2013, to December 31, 2020
Serviços de Ação Social da Universidade de Lisboa

Managed the "Information Technologies Unit".

Developed and ensured the continuous evolution of the Integrated Support System for Social Action (SIAAS), which, due to its transversality, allowed it to gain in-depth skills and knowledge about the areas in which the services operate, ensuring:
- Management of processes associated with kindergarten;
- Management of processes regarding student accommodation and accommodation for teachers and researchers;
- Integration with the portuguese higher education scholarship database;
- Management of processes related to social awareness grants;
- Process management in the food sector;
- Document file management;
- Management of fixed and mobile communications;
- Management of ICU infrastructure, equipment and contracts;
- Management of ULisboa users;
- Ticket incident management;
- MBway payment platform;
- Creation of Dashboards by area;

Appointed a member of the Privacy Team of Universidade de Lisboa;

Presided the juries of competition procedures in the area and participates as a member in procedures developed by Reitoria of Universidade de Lisboa;

Designed and carried out the monitoring and review of ITED projects in the various specialties;

Defined technical specifications and created the parts for public procurement of goods and services;

Studied the impact of information systems and technologies on the organization of work and on the organizational system, proposing adequate measures for the introduction of innovations in the organization and operation of services, namely payments using the Mbway platform, ATM references, automatic association of cards through "kiosks SAS", pre-booking service, and others;

Implemented and developed information systems and technologies, ensuring their management, administration and continued adaptation to the organization's objectives, namely the payment management system for goods and services in food units and SASMobile platform;

Organized and maintained information resources, normalizing data models and structuring information content and flows;

Conducted studies to support decisions on the implementation of IT processes and systems and the specification and contracting of information and communication technologies and companies providing IT services;

IT Specialist, level 2
From January 1, 2009 to November 12, 2013
Serviços de Ação Social da Universidade de Lisboa

Created a new chart of accounts structure (POCEDU);

Created an analytical accounting plan;

Implemented the SIAG-AP system (Integrated Management Support System - Public Administration).

Implemented an access control and new network printing model using mifare technology;

Started the development of a new website for the organization (SIAAS) with a strong backoffice component, with centralized authentication, ensuring the management of all processes in the student accommodation area and integrated with the SIAG-AP system for automatic creation of invoices.

Developed the necessary mechanisms to guarantee the integration of the institutional website with all the academic and human resources databases of the schools of Universidade de Lisboa and with the access control and printing system;

Planned and created a new network infrastructure to support the communications network in all university residences.

IT Specialist, level 2
From August 28, 2008 to December 31, 2008
Faculdade de Ciências da Universidade de Lisboa

Faculdade Ciências da Universidade de Lisboa

Worked in the IT area, developing web projects to support events related to research projects.

IT Project Manager
From February 28, 2002 to August 27, 2008
Faculdade de Ciências da Universidade de Lisboa

Created the Central Information System – Financial and Property Area and its contents;

Coordinated the IT Project "Management of Integrated Information Systems for FCUL's financial and human resources areas";

Monitored the accreditation process of the Financial area;

Implemented the Integrated Management Support System for Public Administration.

Managed maintenance contracts and associated technical interventions.

Designed the processes associated with the activities carried out by the financial and human resources areas;

Provided support and prepared the activity reports and accounts and social balance of the school.

Created a system for recording teachers' timetables with calculation keys related to the implementation of analytical accounting.

IT Specialist, level 1
From May 8, 2000 to February 27, 2002
Faculdade de Ciências da Universidade de Lisboa

Developed and managed the Sales and Revenue Management system.

Internship Technician
From August 30, 1999 to May 7, 2000
Faculdade de Ciências da Universidade de Lisboa

Administered the Higher Education Teachers' Biographical Record database, articulating with the school departments.

Assistant programmer
From August 20, 1998 to August 29, 1999
Faculdade de Ciências da Universidade de Lisboa

Developed and managed a system for human resources related to salary management.

Developed and managed the asset management IT system.

Fixed-Term Contract Worker
From January 1, 1990 to December 31, 1993
Conselho de Mercados de Obras Públicas e Particulares

Conducted studies and assessment of processes for the attribution of civil construction permits at regional level.

Conselho de Mercados de Obras Públicas e Particulares

Freelancer Translator
Since 2010 to present time

Freelance translator for several platforms and broadcasting channels

Professional qualification

Customer Service
April, 2019
IPFEL – Instituto Particular de Formação e Ensino de Linguas, Lda

GDPR
IPFEL – Instituto Particular de Formação e Ensino de Linguas, Lda
June, 2018

FORGEP – Public Management Training Program
From September 15 to December 14, 2017
INA - Instituto Nacional de Administração

Accounting Standardization System in Public Administration (SNC-AP)
July, 2016
Reitoria da Universidade de Lisboa

Java
April, 2002
INA - Instituto Nacional de Administração

Databases (relational structure)
February, 2001
INA – Instituto Nacional de Administração

Using Notes Calendaring and Scheduling
January, 2001
Lotus Authorized Education Center

Working in Domino Databases
January, 2001
Lotus Authorized Education Center

Introducing/Extending the Notes Client (Notes/Domino R5)
January, 2001
Lotus Authorized Education Center

Seminars and conferences

Building the future
PT Comunicações

COVID-19: Digital & IT implications, impact and what's next for Portugal
IDC Portugal

Social Skills and Competences

In 2001/2002, assumed the position of Vice-President of Associação de Trabalhadores da Faculdade de Ciências da Universidade de Lisboa;

Good argumentation, oral and written communication skills;

Assertiveness and persuasion;

Good social discernment and ease of adaptation to groups and situations;

Ease of adaptation to multicultural environments;

Knowledge of service rules and protocol (education, ethics, description and courtesy);

Skills acquired in an academic and work context.

Organizational Skills and Competences

In 2003, was awarded with the Alexandre Herculano prize as a form of recognition of competence and performance in the exercise of functions in Faculdade de Ciências da Universidade de Lisboa.

Good team leadership skills and orientation for results;

High capacity for self-criticism and self-assessment;

Good organizational skills and work planning.