

André Monteiro Asen

Gold Coast – Queensland – AUSTRALIA

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Summary of Qualifications

- ✓ Accumulating 20+ years of expertise in Technology across diverse industries and multicultural environments.
- ✓ Digital Transformation as a **Microsoft 365 Consultant/AI Developer**, implementing Office 365 with **SharePoint Online** and on-premises Modern Intranet, **Document Management System (DMS)**, Creation of automation process with Microsoft **Power Automate Flow** (Approval Files, Travel Request, HR Workflows, MKT Workflows), **MS Teams**, **MS Forms Online / OneDrive migration**. **Azure DevOps**, **Power Pages**, **M365 Admin**, **SharePoint Administration**.
- ✓ Experience with **Agile Project** as a Project Manager and Lead Programmer, using **SCRUM** and **PMI methodologies**, Project Management tools: **MS Project**, **Trello (Kanban)**, **JIRA**, Excel, **Microsoft Visio** and Status Reports.
- ✓ Experience as an Analyst Programmer in Software Development in .NET (**C# and Asp.Net**) **HTML/CSS**, Web Responsive Designs, **JavaScript**, jQuery, MVC, Entity Framework, Team Foundation, GIT, QA, Azure AD management, Slack, Intune (Device Management), ServiceNow, Troubleshoot issues and Mobile APP Projects.
- ✓ Skilled **AI Copilot** in configuring and deploying Microsoft Copilot AI Agents, integrating with enterprise tools (e.g. SharePoint, Outlook, Teams, Viva) to support summarization, document creation, and workflow optimization. Tailors Copilot solutions to business needs, ensures secure AI practices, and drives user adoption through training, prompt design, change enablement and Demonstrated expertise in integrating AI solutions with cloud.

Academic Education

- **Diploma in Project Management (1 year in AUSTRALIA)**
Canterbury Technical Institute – CTI, (Graduated - 07/2018 to 07/2019)
- **MBA in Strategic Business Management and IT (1 year in BRAZIL)**
United Metropolitan University – FMU, (Graduated - 01/2012 to 12/2012)
- **Bachelor of Computer Science (4 years in BRAZIL)**
University Paulista – UNIP, (Graduated - 01/2006 to 12/2009)

Languages

- | | | |
|----------------------------|-------------------------------|------------------------------|
| • English
Fluent | • Portuguese
Native | • Spanish
Advanced |
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Further Education

- ❖ **AI+ 'Artificial Intelligence' Developer (ASUTRALIA)** – Lumify Group (DDLs) – 2025.
- ❖ **Copilot AI Agents & Workflow Automations (AUSTRALIA)** – Microsoft – 2025.
- ❖ **Microsoft 365 Fundamentals (AUSTRALIA)** – Microsoft – 2020.
- ❖ **Project Management Fundamentals PMBOK 4th. Edition (BRAZIL)** – IT Exams – 2012.
- ❖ **Scrum Master Certificate (BRAZIL)** – Alliance International – 2009.
- ❖ **Visual Studio .NET C # and VB - Microsoft (BRAZIL)** – Prockwork – 2007.
- ❖ **IT Governance & COBIT Foundation 4.1 (BRAZIL)** – IT Exams – 2012.

Professional Experience (In Australia & Canada)

CITY OF GOLD COAST – Client: *Gold Coast City Council (Gold Coast/AUSTRALIA)*
Digital Workplace Developer / Copilot AI Developer

08/2024 - CURRENT

Responsibilities:

- Working under the CTO Cloud Team, developing **PowerApps** and **Digital Solutions** with **M365**.
- Development, and implementation of **Microsoft 365 (PowerApps, Power Automate, SharePoint & Teams)**.
- Configure and deploy Copilot agents, integrating with tools like SharePoint, Outlook, and Teams to support summarization and decision-making.
- Design and **refine prompts, workflows**, and templates to improve agent usability and business relevance.
- Drive user adoption through **training, onboarding, change management**, and **creation of learning assets**.
- Ensure compliance with **AI governance standards**, support architecture planning, and **troubleshoot complex digital issues**. And **integrate Copilot** with enterprise data sources (e.g. **SharePoint, Outlook, Teams, Viva Engage**) to extend its knowledge base.
- Skilled **AI Agents** in **Copilot** and integrating **AI solutions** to enhance **workflow** efficiency.

SASCO – Clients: *Karoon, Ameropa, SEDA, SSC, etc. (Vancouver/CANADA)*
Digital Workplace Lead

10/2023 - 05/2024

Responsibilities:

- 8-mos short-project working under the Global ICT Team, managing the **O365 Services management**.
- Development, and implementation of Microsoft 365 (**SharePoint, Power Automate, Power Pages & Teams**).
- Lead a Digital Transformation with **Modern Intranet** and **Automations** in Australia and CANADA.

Achievements:

- ✓ Rebuild Modern **SharePoint Online Intranet**, Development/Implementation of SharePoint Intranet.
- ✓ Contribute to evolving corporate **Automation Workflow** solution with **Document Management System**.
- ✓ Be a champion for change within the ICT Team and promote a culture of continuous improvement, embracing change and growth of SharePoint Online and **migrated 700+ SharePoint on-premises Sites**.

VOCUS – Client: *AUS and ASIA TELECOMMUNICATIONS (Melbourne/AUSTRALIA)*
Digital Workplace Specialist

09/2022 - 09/2023

Responsibilities:

- Working under the Digital Team, managing the **O365 Services** and end-user management.
- Migrating, Development, and implementation of **Microsoft 365 (SharePoint, Power Platform & Teams)**.
- Lead a Digital Transformation with Modern Intranet and Automation in Australia and ASIA.

Achievements:

- ✓ Led the Modern **SharePoint Online Intranet**, Development/Implementation of **365 Digital Transformation**.
- ✓ Be a champion for change within the ICT Team and promote a culture of continuous improvement, embracing change and growth of SharePoint Online and **migrated 700+ SharePoint on-premises Sites**.

ACCIONA – Clients: *AUS and SPAIN GOVERNMENTS (Melbourne/AUSTRALIA & Madrid/SPAIN)*
Digital Workplace Lead

05/2021 - 09/2022

Achievements:

- ✓ Led the **Modern SharePoint Online Intranet**, Development/Implementation of 365 Digital Transformation.
- ✓ Contribute to evolving corporate policies and governance relating to **Digital Workplace & ICT**.
- ✓ Achieve operational results as agreed with your manager and CTO in the Head Office in Spain.

Responsibilities:

- ✓ **SharePoint Online** Configuration and Maintenance:
 - Set up and maintain **SharePoint Online**, including **content migration**.
 - Implement information security policies and governance.
 - Create and manage PowerShell scripts, libraries, and lists.
- ✓ Collaboration and User Adoption:
 - Configure SharePoint communication and Teams sites and **Automation solutions**.
 - Drive user adoption through training and support.
- ✓ Project Context:
 - Transition to Microsoft 365 for improved collaboration.
 - SharePoint Online as the primary storage solution and **Power Automate** for **workflow automations**.

SEQWATER Queensland – Project: QLD GOVERNMENT (Brisbane/AUSTRALIA)
M365 SharePoint & Power Automate Specialist

12/2017 - 02/2020

Key Responsibilities:

- ✓ Collaboration Tools Implementation:
 - Configuration, implementation, and maintain **SharePoint Online** and the **M365** environment.
 - **Migration content** from network drives, OneDrive, and other systems to SharePoint Online.
 - Creation and maintain **PowerShell scripts**, SharePoint Term Store metadata, **Power Automate workflows**, libraries, and lists.
 - Identify and implement **SharePoint Online solutions** aligned with business objectives.
- ✓ Project Context:
 - The organization is transitioning to **Microsoft Office 365** for improved collaboration.
 - **SharePoint Online** will serve as the primary storage location for team and group files, replacing network drives and personal **OneDrive** folders.

Energy & Water Ombudsman Queensland – Project: QLD GOVERNMENT (Brisbane/AUSTRALIA)
M365 SharePoint & Power Automate Specialist

08/2016 - 12/2017

Responsibilities:

- ✓ **SharePoint Online** Configuration and Maintenance:
 - Set up and maintain **SharePoint Online**, including **content migration**.
 - Create and manage **PowerShell** scripts, libraries, and lists.
- ✓ Collaboration and User Adoption:
 - Configure **SharePoint** communication and Teams sites and **Automation solutions**.
 - Drive user adoption through training and support.
- ✓ Project Context:
 - Transition to **Microsoft 365** for improved collaboration and **Power Platform** for **Automation** and **Forms**.
 - **SharePoint Online** will serve as the primary storage location for team and group files, replacing network drives and personal **OneDrive** folders and files currently used for this purpose.

Professional Experience (In Brazil)

ANMOAS Technology – Clients: *WAPPA, ITLAB, EGINFO and JUSTFIT (Sao Paulo/BRAZIL)*
IT Developer and Programmer

01/2010 to 08/2016

❖ **WAPPA Solutions** – Projects: *OI and NEXTEL*

- Project: Portal Extranet and Intranet with APP Taxi (The first APP to book a taxi).
- Number of People in Team: 26 people in total (Business Analyst, Developers, Testers and the PMO).
- Development, Maintenance, and Implementation of Software in .NET (C# and ASP.NET).

❖ **JUSTFIT** – Project: *Just Fit GYMs*

- Project: Portal Extranet of all Gym units in Brazil and Administration area.
- Number of People in Team: 8 people in total (Business Analyst, Developers, Testers and the PMO).
- Analysis and management of Portals CMS in .NET (C# and ASP.NET) and Project Leader/Scrum Master.

❖ **EGINFO** – Projects: *HP, ZOOM, and ITAU*

- Project: Portal Extranet of the biggest Bank in Brazil and all branches.
- Number of People in Team: 6 people in total (Business Analyst, Developers, Testers and the PMO).
- System software Development in .NET (C# and ASP.NET) and Project Leader/Scrum Master.

❖ **ITLAB** – Projects: *NOVARTIS*

- Project: Portal Extranet of Brazil's biggest pharmacy and all branches.
- Number of People in Team: 11 people in total (Business Analyst, Developers, Testers and the PMO).
- System software Development in .NET (C# and ASP.NET) and Project Leader/Scrum Master.

PLAYPHONE – Client: *CARTOON NETWORK (Sao Paulo/BRAZIL & San Jose/USA)*
IT Programmer Developer

02/2006 to 07/2009

❖ **CARTOON NETWORK** – Projects: *WAP, MOBILE GAMES, CONTENT INTEGRATIONS*

- Project: Portal Extranet and Intranet to Sale Mobile Contents (Games, Wallpapers and Music).
- Number of People in Team: 24 people in total (Business Analyst, Developers, Testers and the PMO).
- Development, Maintenance and Implementation of Software in .NET (C# and ASP.NET).

Volunteer Experience (Australia and Brazil)

- ✓ **CIRCLE OF MEN** – Responsibility: *Seniors in Aged Care (AUSTRALIA)*
- ✓ **RONALD MCDONALD HOUSE** – Responsibility: *Children Care (BRAZIL)*