
ALINE LAMAS



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PROFILE

A university administrator with more than 16 years of experience in a leading Brazilian University dedicated to inspiring ideas and finding innovative ways to improve higher education. Passionate about international affairs who thrives in a collaborative team environment.

PROFESSIONAL EXPERIENCE


Federal University of Pelotas, Brazil (2006-2022):

Executive Administrative Associate, Office of the Vice Provost for Communication and Information Technology (2018- present)

Chief of Staff, Office of the Chancellor (2017-2018)

- Coordinated the university's internationalization process working directly with the International Affairs Office
- Worked directly with the Chancellor of the university, with responsibility for HR management, including recruiting and training staff and outsourced services
- Organized and supervised departmental support staff and assistants, including meetings, travel, agenda planning and execution, and communication with the Vice-Provosts
- Collaborated with senior colleagues on the strategic planning and management of the university, working on contracts and agreements, and other administrative actions
- Managed and supervised university special events, graduations and special ceremonies as openings, inaugurations, and academic events
- Oversaw all aspects of communication, mail, events and public relations of the university
- Coordinated the planning and execution of the university's 50th anniversary celebrations

Executive Administrative Assistant, Office of the Vice Provost of Strategic Planning (2013 – 2017)

- Worked directly with the Vice Provost, organizing and attending meetings and supervising the work team
 - Collaborated in the strategic planning of the university, including budget controls, physical space planning and facilities
 - Managed HR services for the department
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OTHER UNIVERSITY ACTIVITIES

- Designated as the official translator for International Affairs, Office of Chancellor, to work on international agreements.
- Designated as Chief of Innovative Policies Department, Office of Vice Provost of Education.
- Organized the University's 50th Anniversary celebration.
- Organized an international conference - Latin Ibero American Congress on Technology Management.

Executive Administrative Assistant, Office of the Vice Provost for Education (2006 – 2012)

- Implemented the *Universidade Aberta do Brasil, UAB* program – a federal government program to expand access to higher education
- Coordinated the development of online degree programs and the establishment of the University platform for online learning
- Worked directly with the Vice Provost, organizing the administrative work of the department, with responsibility for meeting agendas, work trips and supplies
- Supervised all the work team, being responsible for the HR activities, delegating and monitoring tasks and assignments
- Managed and organized special events of the unit including planning and execution
- Organized unit documentation, files, sheets, and archives
- Worked on communication projects, including the university publications, congresses, forums, symposiums and workshops

EDUCATION

PhD in Sociology (expected in 2023)
Federal University of Pelotas

Master of Business Administration, 2017
Federal University of Rio Grande do Sul

Public Administration Post-graduate Certificate, 2012
Federal University of Pelotas

Educational Management Post-graduate Certificate, 2009
SENAC, Brazil



RESEARCH EXPERIENCE

Fellowship:

Research Fellow at the Department of Family Medicine and Public Health, University of California San Diego (UCSD), 2021-2022.
Award from the Ministry of Education, Brazil, CAPES.

Research Fellow at the Innovation Research Center, Federal University of Rio Grande do Sul, 2015

Publications:

Rodrigues, LP, Lacerda, M., & Lamas, A. (2021). Covid-19 Special Edition: The uncertainties of a post-pandemic: is there still an opportunity for a virtuous “exit” to Brazil? *Symbiotic*, 8 (3), 01–09. <https://doi.org/10.47456/simbiotica.v8i3.36808>

Lamas, A. (2021). Covid-19 Special Edition: Science is entering the homes of practically all Brazilians. *Symbiotic*, 8 (3), 10–18. <https://doi.org/10.47456/simbiotica.v8i3.36809>

Presentation at conferences:

VI Brazilian Congress of Organizational Studies, 2019, Recife, Brazil.

VIII Latin American Congress of Work Studies, 2016, Buenos Aires, Argentina.

XL Administration Congress, 2016, Costa do Sauípe, Brazil.

VOLUNTEER ACTIVITIES

English language teacher to underserved children in a not-for-profit organization (Sociedade Assistencial Dona Conceição, Pelotas, Brazil), since 2012

