

STEFANI SATIRO

Operations Specialist · AI Strategy & Governance

São Paulo, Brazil | stefanisatiroadv@gmail.com | [LinkedIn](#)

Available for: Hybrid (São Paulo) | Remote — Brazil & International

PROFESSIONAL SUMMARY

Operations Specialist with 10+ years of experience at the intersection of Executive Support, Project Management and Operations. Proven track record in building scalable operations, data and documentation governance, contract lifecycle management, and strategic support to C-Level leadership. Combines operational expertise with hands-on application of Artificial Intelligence for process automation and improvement. Currently pursuing AI Governance.

EDUCATION

Bachelor's Degree in Law — Active OAB License since 2022 Completed · 2020

Universidade Nove de Julho — São Paulo, Brazil

PROFESSIONAL EXPERIENCE

Operations & Legal Consultant

Caslu Tecnologia — São Paulo, Brazil | May 2026 – Present

- Building the Operations and Legal department from scratch at a software development startup
- Developing client onboarding processes, project management workflows and corporate governance
- Managing and reviewing contracts with clients and vendors — implementing full CLM
- Implementing data privacy governance in compliance with LGPD and ISO 27001, including ANPD-required documentation
- Structuring the Compliance department and preparing AI Governance implementation

Operations Specialist

Profitable Media LLC — Remote | 2023 – Mar 2026

- Built a knowledge base with 50+ SOPs, standardizing critical operational processes
- Managed access governance across 15+ SaaS platforms (provisioning, security controls)
- Owned the full Contract Lifecycle Management (CLM) process: drafting, review, and secure storage
- Coordinated People Operations across 3 time zones (onboarding/offboarding)
- Handled international billing and payroll with 100% accuracy
- Provided direct support to CEO, COO and Operations Manager on scheduling, projects and strategic decisions

Executive Assistant — C-Level

Alexandria Group — São Paulo, Brazil | 2016 – 2023

- Managed executive calendars, travel and communications for C-Level leaders
 - Coordinated cross-functional projects ensuring alignment and on-time delivery
 - Developed internal policies and process documentation for corporate-wide adoption
 - Served as primary liaison between leadership, internal teams and external stakeholders
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AI & CONTINUING EDUCATION

Anthropic Academy · Completed · Apr 2026

Claude 101 · Claude Code 101 · Intro to Claude Cowork · AI Fluency: Framework & Foundations · Intro to Agent Skills · AI Capabilities and Limitations

NORAI.FI — Prompt Engineering · Completed · May 2026

FIAPP — Agentic AI · Completed · May 2026

University of Pennsylvania / Coursera — AI Strategy & Governance · In progress · Jun 2026

SKILLS

Operations: Process Improvement | SOP Development | Vendor Management | Project Coordination

Governance: SaaS Access Governance | CLM | Data & Documentation Governance | LGPD | ISO 27001

Executive Support: C-Level Support | Executive Communications | Calendar & Travel Management

People Ops: HR Operations | Onboarding/Offboarding | Multi-Timezone Team Support

Finance: Billing | International Payroll | Financial Accuracy

AI & Tech: AI Applied to Operations | Process Automation | SaaS Tools | Prompt Engineering

Languages: Portuguese (native) | English (advanced) | Spanish (intermediate)

PRO BONO WORK

Pro Bono Legal Advocacy — Family Law & Women's and Children's Rights

Legal support to women in vulnerable situations under Brazil's Maria da Penha Law (domestic violence legislation), as part of a commitment to social justice and using legal expertise in favor of those who need it most.