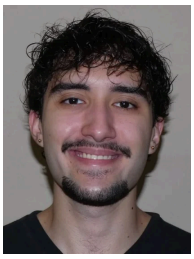
# Tadeo Vicente



## Operations & Executive Assistant

*I learn how a business works, then build what it needs.*

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## Summary

Since 2024 I've been building systems for small businesses, and today I run Almácigo Software on my own: a management system that retailers in different industries use every day. I map how each business operates, set the rules, build it with AI-assisted development, take it live, and stay with the client until they can run it without help. I completed Pareto Talent's 10-day Executive Assistant bootcamp and I'm looking for a remote EA or Operations role with a US company.

## Experience

### Founder & Business Analyst, Almácigo Software *(independent), 2024 to present*

- Built and run a management system used daily by small businesses in different industries; it started as desktop programs and is now a live web application.
- Map how each business sells and tracks stock, and turn that into system rules. That map is the spec for everything built afterwards.
- **Data migration:** moved a store's full operating history between systems (9,094 sales, ARS 199.4M), verified the reconciliation to the cent before the switch; the store opened the next day on the new system.
- Designed the daily close report: revenue, gross margin, top sellers and low-stock alerts, replacing hand-kept spreadsheets.
- Caught an impossible negative margin on a client's dashboard: the cost of a whole case had been entered as the unit cost. Fixed it and added a check that stops it before it gets saved.
- Handle onboarding, catalog setup, training, billing and live support, from diagnosing a problem to getting the fix built.
- Launched a second product line: websites and online stores on the same platform, live on each client's own domain.

### Data Analyst & Admin. Assistant, AV Seguros *Oct 2023 to Apr 2024*

- Started the organization's data area, moving client and policy management from paper and basic Excel to a structured CRM.
- Unified policies from 12 insurers into one database, normalizing CSV exports with mismatched formats and ending manual entry.

### Independent projects

- Desktop point-of-sale app with barcode scanning and cloud storage.
- Sports club membership system with auto-generated cards and a QR status check.

## Tools

**Ops:** Google Workspace, GoHighLevel, Zapier, ClickUp, Slack

**Data:** Power BI, advanced Excel, Google Sheets, KPI and dashboard design

**Building with AI:** Claude Code, directing work on Python/Flask, SQL, JavaScript, Git and a Linux VPS. Learning SQL and Python fundamentals in my degree program.

## Skills

Process and requirements analysis, business rules, data migration and reconciliation

Communication, attention to detail, problem solving, adaptability

**Languages:** Spanish (native), English (advanced, B2)

## Training

**Executive Assistant Bootcamp**, Pareto Talent, 2026. 10 days, 30+ hours, final project: HighLevel, Zapier, ClickUp, Claude, Lovable, Inbox Zero, calendar and project management

**Associate Degree in Data Science & AI**, I.S.F.T. N°93, in progress since 2026

**Google AI Professional Certificate**, Coursera, 2026

**Introduction to Model Context Protocol**, Anthropic, 2026

**Generative AI Leader**, Google Cloud on Coursera, 2026

**Google Data Analytics Professional Certificate**, Coursera, 2026

**Data Analytics**, Coderhouse, 2025

**Working with SAP S/4HANA**, Axigma, 2025

**High School Diploma**, Economics track, 2022