

Lucas Steglich, PMP

Project Coordination | Business Administration | 5+ Years of Coordination Experience

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ABOUT

People-driven professional with hands-on experience in digital product development, Agile workflows, stakeholder communication, and project delivery. Involved across the product lifecycle from concept and scoping through iteration, launch, and post-release support. Known for structured thinking, clear communication, and building trust with cross-cultural stakeholders.

EXPERIENCE

Founder & Project Lead at MyEnglishUpgrade.com

Jun 2023 - Present | Remote (Canada) | Part-time

- Led development and launch of 18 interactive digital products from concept through release.
- Managed sprint workflows and task assignment for a two-person team with Trello.
- Coordinated the development of a multi-currency e-commerce platform on Shopify.
- Provided post-release support for a multi-version product line.

Professional English Tutor at Preply.com

Feb 2023 - Present | Remote (Canada) | Part-time

- Developed and implemented a framework to assess learners' goals and adapt delivery across varying proficiency levels, cultural backgrounds, and learning styles.
- Maintained a 5-star rating across 4,900+ hours with 215 students.

English Tutor & Assistant Coordinator at Rockfeller Language Center

Jan 2021 - Feb 2023 | Blumenau (Brazil) | full-time

- Co-created a structured student feedback system that contributed to a 90%+ passing rate.
- Managed and delivered learning programs for 200+ students with diverse learning needs.
- Supported scheduling, student progress tracking, and coordination of learning activities.

English Tutor & Assistant Coordinator at CNA Idiomas

March 2018 - Dec 2020 | Araranguá (Brazil) | full-time

- Led transition to remote delivery during COVID-19, coordinating operational changes and managing stakeholder expectations through uncertainty.
- Supported the planning and delivery of learning events and workshops.

Administrative Financial Coordinator at EJEK.ufsc.br

Aug 2018 - Jul 2019 | Araranguá (Brazil) | part-time

- Led a 3-person administrative team, managing daily operations of budgeting and contracts, workflows, and process improvements.
- Conducted hiring processes that grew the company from 14 to 20 employees.
- Drafted RFPs (Requests for Proposal), increasing the client base from 12 to 27.
- Assisted the CEO in client negotiations, securing over 100,000 BRL in project profits.

Administrative & Financial Intern at EJEK.ufsc.br

Feb 2018 - Jul 2018 | Araranguá (Brazil) | part-time

- Supported budgeting, contract administration, and day-to-day financial operations.
- Assisted with administrative workflows, documentation, and internal process improvements.

EDUCATION

Diploma in Business Administration at University of Victoria

Jan 2024 - Apr 2026 | Victoria, BC | GPA 3.8 / 4.0

Bachelor of Science in Computer Engineering at Universidade Federal de Santa Catarina

Aug 2016 - Jul 2019 | Araranguá, Brazil | Incomplete

CERTIFICATIONS & TRAINING

Project Management Professional (PMP)

Jul 2026 | Project Management Institute

Agile Project Management

May 2026 | Atlassian x Project Management Institute

Supply Chain Foundations: Manufacturing and Service Operations

May 2026 | Atlassian x CSCMP

Asana Foundational Skills

Apr 2026 | Asana

SKILLS

Project Coordination | Stakeholder Communication | Product Development | Process Improvement
Data-driven Decision Making | Budget Management | Operational Planning | Time Management
Agile Fundamentals | Cross-cultural Engagement | Problem-solving | Active Listening

Software and Tools

Trello | Miro | Notion | Slack | Jira | Asana
Microsoft Office Suite | Google Workspace | DocuSign | Zoom
FlipHTML5 | Shopify | Mailchimp | Canva

LANGUAGES

Portuguese - Native | English - Fluent (IELTS Academic and General 8.5 / 9.0)