

Elisa Barajas Sandoval

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Detail-oriented and analytical economist with extensive experience in data validation, account management and market trend analysis. Eager to apply my passion and expertise in data analysis and financial markets while continuing my professional development.

Experience

BANCO MONEX, S.A.

Ciudad Juárez, Chihuahua

Operations Assistant

May 2023 – Present

- **Client Communication:** Developed and distributed client communications via email on market trends and financial insights, utilizing technical terminology.
- **Market Trend Monitoring:** Analyzed market trends for the US dollar and Mexican peso, developing targeted financial strategies and promotional approaches to improve client engagement and provide insights.
- **Data Integration and Presentation:** Collected and validated client and supplier data for integration into multiple databases, enhancing data accuracy and accessibility across departments.
- **Contract Negotiation:** Negotiated payment terms, transaction pricing, and contractual conditions with clients to optimize agreements.
- **Customer Service and Technical Support:** Boosted customer satisfaction by providing an efficient service in currency exchanges and payments.

BANCO SABADELL, S.A.

Guadalajara, Jalisco

Commercial Banking Intern

February 2021 – July 2022

- **Data collection:** Collaborated with bankers to update client information in databases, ensuring compliance with banking regulations.
- **Credit Compliance:** Facilitated the elaboration of credit-related documentation in order to streamline communication with relevant departments.

Skills

- Proficient in **Microsoft Office Suite**, advanced proficiency in **Excel**, including data analysis, pivot tables and programming using VBA.
- Strong **computer literacy** and knowledge of **cybersecurity** practices.
- Familiarity with statistical software including **RStudio**, and **SQL** for **data management** and processing.
- Fundamental **SAP FI**, **CONTPAQi** and **Microsoft Dynamics 365** knowledge.
- Fluent in English and Spanish, currently learning Mandarin Chinese.

Education

UNIVERSIDAD DE GUADALAJARA

Guadalajara, Jalisco

Bachelor's Degree in Economics
Time Series Analysis specialization.
Graduated 2022

INSTITUTO TESLA DE CIUDAD JUÁREZ

Ciudad Juárez, Chihuahua

High School Diploma
Graduated 2018

Certifications

- **Basic Cybersecurity Course, emphasis on Risk Management** - Asociación de Bancos de México
- **EF English Certificate (C2 Proficient)** - Education First Standard English Test
- **TOEFL ITP Test Score 590/677** - TOEFL