

# MOST RECENT EXPERIENCE

# PROJECT MANAGEMENT OFFICER | 08.2022 - 12.2023

CITI - MEXICO CITY, MEXICO

- > Lead the divestiture process for enterprise clients as part of Citi's strategic separation from Banamex.
- > Manage client accounts, overseeing the migration of accounts, systems, and platforms to Citi.
- > Collaborate with finance and technology departments of client organizations, addressing their specific requirements and guiding them through the migration process.
- > Coordinate cross-functional teams to execute seamless migrations, minimizing disruption to client operations.
- > Facilitate recurring meetings with high-level stakeholders to provide updates, address concerns, and ensure alignment on project objectives.
- Maintain a comprehensive understanding of clients' business needs to successfully integrate them into Citi's enterprise and private banking systems.
- > Drive implementation of best practices and project management methodologies for efficient and timely migration.
- > Collaborate with internal teams to address technical, operational, and regulatory requirements for compliance.
- > Provide regular project progress reporting to senior management.

# SKILLS

# TECHNICAL SKILLS

Python, C++, SAP, Google Cloud

## DATA ANALYSIS TOOLS

IBM Cognos Analytics, Excel (Advanced)

# DESIGN TOOLS

Adobe Illustrator, Photoshop

## OFFICE TOOLS

Microsoft Office Suite, WordPress

# PROJECTS

# NEW WAREHOUSE IMPLEMENTATION | 01.2021 - 06.2021

ENERLEDS - TORREON, COAHUILA, MEXICO

Developed a proposal for restructuring the warehouse management to improve inventory control, reduce costs, and optimize delivery times.

# CROSS TRAINING AND SHADOWING POCKET GUIDE | 01.2020 - 04.2020

HEWLETT PACKARD ENTERPRISE - GUADALAJARA, JALISCO, MEXICO

Created a platform for employee training and career development, promoting improved job performance based on skills and interests.

# PREVIOUS JOBS

# FINANCE INTERN | 04.2022 - 08.2022

GLOBAL SAFETY TEXTILES - TORREON, COAHUILA, MEXICO

Supported the finance team with various tasks including invoice data entry, payment processing, and bank reconciliations.

# SALES ADVISOR | 06.2018 - 11.2019

H&M - TORREON, COAHUILA, MEXICO

Provided excellent customer service and optimized store sales through effective teamwork.

# ADMINISTRATIVE ASSISTANT | 11.2017 - 02.2018

PEDACITO DE CIELO - TORREON, COAHUILA, MEXICO

Assisted with administrative tasks, inventory optimization, and staff recruitment.



# B.S. IN INTERNATIONAL BUSINESS | 01.2018 - 12.2021

TECMILENIO UNIVERSITY - TORREON, COAHUILA, MEXICO minors:

- > Business creation and development
- > International business management
- > Investment analysis

#### certificates:

# > Conscious leadership - live consciously | Conscious Business Center International | 15.12.2021

Four-month program focused on managing and leading, improving effectiveness, taking care of collaborative relationships with your team and peers, as well as the well-being of all those involved.

# > Digitize your business step by step with Google tools | Google Actívate | 24.11.2020

Training on making businesses visible online and reaching a greater number of customers by utilizing tools like Google My Business, YouTube, and Google Forms.

# > Certificate in management skills $\mid$ CDG - Monterrey, Nuevo Leon, Mexico $\mid$ 05.2018

Developed leadership and management competencies to improve effectiveness in achieving company objectives and foster growth and development of team members.

#### > Certificate in Mind Mapping | Buzan (BLAT) | 2018

Specialization in life purpose utilizing mind mapping techniques to enhance creativity, idea generation, and strategic planning.

#### **CERTIFICATES**

# 120-HOUR TESOL/TEFL CERTIFICATE | 07.2024 WORLD TESOL ACADEMY

- > Comprehensive training in teaching English as a second language.
- > Techniques for classroom management, lesson planning, and student engagement.
- > Focus on practical teaching skills and methodologies for diverse learning environments.

# IBM DATA ANALYST PROFESSIONAL CERTIFICATE | 09.2023

#### IBM

- > In-depth coursework covering data analysis tools and techniques.
- Developing skills in Excel, SQL, Python, and data visualization with tools like Cognos Analytics and Tableau.
- > Focus on practical, hands-on projects and assignments to apply data analysis concepts.

# PYTHON PROFESSIONAL COURSE | 06.2023

#### CÓDIGO FACILITO

- Completed comprehensive beginner-level course covering various aspects of Python programming, including installation, variables, data types, control flow, functions, and classes.
- > Acquired practical knowledge in Python programming and applied best practices to write efficient and Pythonic code.
- > Developed foundational skills in manipulating lists, tuples, strings, and dictionaries.
- > Familiarized with concepts like control flow, loops, and file handling.
- > Gained an introduction to object-oriented programming through the study of classes and inheritance.

# GOOGLE PROJECT MANAGEMENT: PROFESSIONAL CERTIFICATE | 2022

#### GOOGLE CAREER CERTIFICATES - COURSERA

- > Developed skills in project initiation, planning, execution, stakeholder management, risk assessment, and project closure.
- Acquired knowledge in agile project management methodologies and best practices.
- > Proficient in managing project dependencies, constraints, and effective communication.

# LANGUAGES







# Daniel Díaz