

**EH**

# HELLO. I'M EMANUEL HERRERA

IT FINANCIAL COORDINATOR

**CONTACT ME**

+502 5770-0825

## ABOUT ME

I've always been interested in problem solving. When I started as a Portfolio Analyst and Quality Assurance Leader, I developed tools that improved the processing time and quality of the financial statements. For my top performance I received a certificate of Excellent from my department. With my tools, the department was able to duplicate the production and provide better service.

 <https://bit.ly/mycvemix>
 zone 12, Guatemala

## EXPERIENCE

## EDUCATION

### IT FINANCIAL COORDINATOR

2021 - Presente

IT Planning Office / CMI

Created Purchase Requisition to buy goods or services for IT and operational departments. Price Quotation. Monitored OPEX and CAPEX budgets. Conducted cost-benefit analyses. Evaluated financial needs. Inventory Management and Monitoring.

### BUSINESS ANALYST

2019 - 2021

Program Office XBS / HCL Tech

Created dashboards so managers could have better control of production. Develop forecasting reports to help set up goals. Develop monitoring report to track how far production is to achieve the goals. Created tracking activity reporting to improve response time. Publishing progress reports and recommending actions.

### REPORTING ANALYST

2017 - 2019

Xerox Technical Services / HCL Tech

Developing, implementing and/or presenting financial, administrative, people management, organizational business reports. Retrieve data to generate reports per required. Validate, process, and retrieve data for the design, implementation, and usage of any of the Clients – ad hoc and/or scheduled.

### INDUSTRIAL ENGINEERING

USAC, Guatemala

**2003**

### DIPLOMA PROJECT MANAGEMENT

ESI, School of Management

**2018**

## CODING

## SOFTWARE

## LANGUAGES

**C++****HTML, CSS, JS****EXCEL VBA****PYTHON****Microsoft 365****Adobe Suite****Microsoft Apps****Tableau**

Spanish

**100%**

English

**95%**