

## **Raphael Bustamante**

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(281)-727-9141

### **EDUCATION**

#### **Management Information Systems**

University of Houston | C.T. Bauer College of Business |

Graduation: December 2017

Major GPA: 3.50

Cumulative GPA: 3.47

### **EXPERIENCE**

#### **Cash Management Analyst**

Spring 2016- Present

*Virtus Partners LLC, Houston, Texas*

- Perform daily cash flow and cash reconciliation analysis ensuring data accuracy for 6 distinct deals
- Support Data Analyst to ensure timely delivery of reports to clients
- Investigate cash discrepancies, to discover source of reconciliation breaks assuring compliance and consistency
- Manage large volumes of transactions and monitor account balances

#### **Business Development Intern**

Summer 2016

*Energy Auditors Project Managers Incorporated (EAPM) Houston, Texas*

- Strategized cold sales strategies increasing lead response by 10%
- Collaborated with development of a business plan, outlining the company's strategy for 6-12 months goals
- Performed field testing in order to optimize field processes and procedures saving up to
- Met with manager bi weekly to discuss benchmarks and goals to assist with planning

#### **Academic Support Assistant**

Spring 2016

*C.T Bauer Department of Finance, Houston, Texas*

- 20+ students during peak hours on financial concepts and problems
- Developed supplementary examples for students requesting help
- Scheduled daily study sessions with an average of 10 students in preparation for assignments and exams
- Accelerated students understanding financial vocabulary

#### **Assistant Energy Rater**

Summer 2013/2015

*PLS Integrated Solutions, Houston, Texas*

- Established location assessment checklist to increasing efficiency by 15%
- Saved an average of thirty minutes per air-conditioning unit leading to a 5% increase in test performed
- Informed clients testing parameters using clear and concise language to describe all procedures
- Utilized Excel spreadsheets used to perform pretest analysis of up to ten testing location daily

### **LEADERSHIP EXPERIENCE & ACTIVITIES**

#### **Education Committee**

Fall 2016

*Management Information Systems Student Organization*

- Establish framework to explain computer programming logic to struggling students
- Supporting Education officer answering questions for up to 3 students at once
- Assist in pre-test workshops attended by over 40 students

#### **Webmaster**

Spring 2016

*Asian Business Student Association*

- Managed web presence ensuring consistency across all platforms
- Generated over 50 leads increasing new members by 10%
- Mentored new members to increase participation

### **SKILLS**

Bilingual English and Spanish, basic proficiency French

Competent Microsoft office, WordPress, academic exposure Java Programming, UML, Entity relationship diagrams