

OFFICE COORDINATOR

ALIX BENAZIR REYNA FLORES

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WORK EXPERIENCE

Office Coordinator

Riot Games LATAM | Mexico City | 03.2018 - Current

At Riot Games we work to deliver value to the players. Here is some of the value I help deliver with the awesome team at Riot LATAM:

- I facilitate communications between Product Owners, Vendors, and the Legal Team to ensure a smooth experience throughout the onboarding processes.
- I manage a team of vendors responsible for solving a variety of logistics puzzles, like tracking down the 200 best League of Legends players (LAN), across 9 countries, just to show them (read: deliver) some love: an exclusive jacket that only the best can earn.
- I built a visibility system for Purchasing Orders, contracts and Budget Approval Chains, designed to generate parity between Mexico City and Santiago de Chile offices. This empowered the teams to better plan their projects with finance in mind.

Office Assistant

Riot Games LAN | Mexico City | 05.2016- 03.2018

In addition to representing the company as first contact for incoming visitors, I supported the Latin America Talent and Team by doing the following:

- I solved day-to-day service requests from all rioters, including contact with executive assistants and host formal visits, from executive leadership to international members of the Riot Games Global team.
- I built infrastructure and processes for International Imports, mainly for merch and IT purposes,
- I managed internal logistic, like League of Legends international pro-players travel requests and the complexities of our director's agendas.

EDUCATION

Degree

Bachelor on Communication Sciences
ULSA Victoria | 2015

Degree

Verano de Investigación Científica
UAMEX | 2015

CERTIFICATIONS

ICP Agile Fundamentals, 2017

Cudem Lauden on bachelor's degree

LANGUAGES

English

Advanced

CERTIFICATIONS

#2 Great Place to Work Mexico 2017

#9 Great Place to Work LATAM

OTHER

I cross-stitch complex art pieces