**Edgar Alfonso Reyes Pérez**

**Project Manager / Scrum Master**

|  |
| --- |
| 1. **Curricular Profile** |

* Date of birth: 07/27/1981
* Address: Bolívar 767- 205, Álamos. México City
* Phone: 55794886
* Cell phone: 5554655238
* Email: [earp519@hotmail.com](mailto:earp519@hotmail.com)
* Web: www.earp519.com

|  |
| --- |
| 1. **School** |

**Grade:** **Bachelor’s in Commercial Relationships.**

**School: Instituto Politécnico Nacional**

**Dates: June 2001 – June 2004**

|  |
| --- |
| 1. **Further Education** |

|  |  |  |
| --- | --- | --- |
| **Course** | **Institution** | **Dates** |
| Leadership and communications course | *Toastmaster International* | 2016 -actual |
| Microsoft´s Project 2010 Orange Belt course. | IIL | 2010 |
| Project management certification. | IIL | 2010 |
| Project portfolio management course. | IIL | 2010 |
| Project programming management course. | IIL | 2010 |
| Project office management course. | IIL | 2010 |
| Business analysis foundations.. | IIL | 2010 |
| Business process modeling. | IIL | 2010 |
| Working competences Excel Certification. | Conocer | 2009 |
| Finances workshop. | Cemex México | 2007 |
| Working competences Power Point Certification. | Conocer | 2009 |
| 5 s´ methodology implementation. | 1st national congress of development consultants | 2006 |
| Improve your customer service workshop. |  | 2006 |
| Project management facilitators workshop. | TenStep | 2017 |
| Emarketing foundations | Google Academy | 2016 |
| SCRUM Master. | VMStudy | 2017 |
| Risk management basic workshop. | TenStep Academy | 2017 |

|  |
| --- |
| 1. **Languages** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **%Conversation** | **%Reading** | **%Writing** |
| English | 50% | 70% | 70% |
| Spanish | 100% | 100% | 100% |

|  |
| --- |
| 1. **Technical Knowledge** |

* Daptiv
* Microsoft Visio
* Microsoft Project Server 2007
* Project 2007-2010
* Clarity
* SharePoint Services
* WBS chart pro
* Mind manager
* SPSS
* Works, Office (Advanced Outlook, Word, Excel and Powerpoint)
* Lotus
* Remedy
* SAP
* Team viewer
* Google Adwords
* Google Analytics
* Hootsuite Pro
* Bing ADS.
* HTML 5
* CSS
* MySQL

|  |
| --- |
| 1. **Industries of experince** |

* Health
* Banking
* Insurance
* Marketing
* IT

|  |
| --- |
| 1. **P**   **ofessional Experience** |

**Company: TenStep**

**Role: Consultant**

**Start date:** **Sept 15**  **End date: Sept 17**

**Main activities:**

* Process creation and reengineering.
* KPI´s development.
* Chains of value models development and implementation (BPM).
* Facilitator for Tec de Monterrey Campus Pachuca
* Purchase, marketing and e-marketing project development and implementation.
* Statistical data analysis.
* Development and implementation of internal operational projects.
* Participation Project leader in Ten Step’s TEDx.

**Technical environment:**

* Microsoft office
* Bizagi /Visio
* HTML 5
* CSS
* Project 2010
* WBS Chart Pro
* Mind Manager
* Adobe CS6 (Photoshop, Illustrator, Premier)
* Google adwords and analytics
* Hootsuite

|  |
| --- |
|  |

**Company: SAI**

**Role: External Senior Consultant**

**Start date: Sept 14**  **End date: Sept 15**

**Main activities:**

* Business situation analysis
* Current situation improvement, both planning and implementing.
* Process creation and reengineering.
* Working environment analysis.
* Working environment improvement, both planning and implementing.
* KPI´s development.
* Company´s development business plan (marketing, sales, IT, finances).
* Company´s identity analysis and calibration.
* Hiring needs analysis and definition (Finances, sales, IT).
* Best practices development and implementation at an industry level.
* CRM implementation (zoho).
* Business portfolio development.
* Training manuals development..
* Corp image standardization.

**Technical environment:**

* Microsoft office
* Visio
* Zoho
* Aspel
* WBS Chart Pro
* Mind Manager
* Project 2010

|  |
| --- |
|  |

**Company: PEMEX/STIN**

**Role: Professional Senior Consultant**

**Start date: Nov 13**   **End date: Jul 14**

**Main activities:**

* Business needs analysis and identification.
* Project Server implementation and follow up.
* Project leader and implementation of the health at work sub system (OP and SAST consolidation).
* Project´s life cycle manage.
* Accounting books Project documenting (OP and SAST consolidation).
* Customer´s contract management.
* Coaching for functional leaders.
* Project control and supervision.
* SLA´s management.

**Technical environment:**

* Microsoft office
* Visio
* Project server 2007
* WBS Chart Pro
* Mind Manager
* Project 2007 y Project 2010

|  |
| --- |
|  |

**Company: Metlife**

**Role: Project manager and Profesional consultant**

**Start date: Ene 13**   **End date: Nov 13**

**Main activities:**

Analysis and identification of the business´ needs.

Business´ Project manager (Marketing and Sales).

Launching of new products.

Technological improvement for new products.

Technological projects life cycle management.

Coaching for functional leaders.

**Technical environment:**

* Microsoft office
* Visio
* Daptiv
* SAP
* WBS Chart Pro
* Mind Manager
* Project 2007 y Project 2010