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**Name:** Edgar Alfonso Reyes Pérez **Date of birth**: 27/07/1981

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| ***Resume***  I am a certified PMP and Scrum Master with experience and vast knowledge as Project leader and Project management.  I have specialized in implementing office projects, however I have also collaborated in many different projects (Health, Banking, Insurance, Marketing, IT, among several others), following the PMI best practices.  I have advanced knowledge in Informative Administration Systems, among the management software that I master we can find Daptiv, Clarity, Project and Project Server as well as WBS Chart Pro and Mind manager. | ***Goals***   * To help in achieving goals and commitments stablished by the company in time, within the budget and keeping high quality standards, * To get the project management practices to be properly applied in different markets and/or companies in order to increase the company’s benefits. * To constantly update my Project management knowledge, so I can not only come up with creative solutions, but also accelerate and facilitate the implementation of best practices that will benefit the company. |

***Working Experience:***

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| **TenStep / Consultant**  **(Sept 15 – Today)**     * 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. | **SAI / External Senior Consultant**  **(Sept 14 – Sept 15)**   * 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. |
| **STIN/ Project manager / Professional Senior Consultant**  **(Nov 13 – Jul 14)**     * 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. * Training for Project goals and basic AP. | **Metlife / Project manager and Profesional consultant.**  **(Ene 13 – Nov 13)**   * 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. |

**(Mar 08 – Jan 13)** Instituto del Fondo Nacional de la Vivienda para los Trabajadores (INFONAVIT) / **Consultant.**

**(Nov 06 – Nov 07)** CEMEX México / Development coach.

**(Nov 05 – Nov 06)** GNP / **Process´ analist**

**(Jun 05 – Sep 05)** AFFINIA Distribución México / **Brand analyst**

**(Jun 04 – Jun 05)** Grupo Financiero HSBC México / **Financial Analyst**

**(2003)** Colegio Nacional de Licenciados en relaciones comerciales / **Project Coordinator.**

***Studies***

**(April 2017)** SCRUM master, certificate number # 572763

(June 2016) TenStep Project Manager Certification (TSPM) # 16256

(February 2015) Google Analytics Certified

(December 2014) Hootsuite Professional Certified (community manager)

(June 2011) Project Management Professional Certification #1416045 PMI backed.

(June 2001 – June 2004) Bachelor’s in Commercial Relationships.

***Another’s***

* Leadership and communications course *(Toastmaster International)*
* Microsoft´s Project 2010 Orange Belt course.
* Project management certification.
* Project portfolio management course.
* Project programming management course.
* Project office management course.
* Business analysis foundations..
* Business process modeling.
* Working competences Certification CONOCER.
* Finances workshop.
* 5 s´ methodology implementation.
* Improve your customer service workshop.
* Project management facilitators workshop.
* Emarketing foundations (google partners).
* SCRUM Master.
* Risk management basic workshop.
* PREZI presentation development.
* Innovation workshop.

***Additional Information***

**Languages:** Intermediate English skills

**Software:** 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, Paquetería Bancaria, Remedy, SAP, Team viewer, Google Adwords, Google Analytics, Hootsuite Pro, Bing ADS.