

MICHAEL PAUL MONTERO

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1105 First Street, Hermosa Beach, CA
(310) 283-1510

Summary

Dynamic, multi-faceted, and tenacious professional with experience supporting managers, project teams, and company representatives to improve business success. Proficient in a variety of software with an emphasis on finance, economics, collection of statistical data, and business projections. Excellent inter-personal, telephone, and digital communication skills, with a strong desire to be part of, and contribute to a strong successful business team. Key strengths include mathematics, statistical analysis, project projections, and forecasting.

Core Competencies

Microsoft Excel

Microsoft Access/ SQL

Microsoft Dynamics GP

Microsoft PowerPoint

SAP

Word Press

Final Cut Pro

Peoplesoft

Commerce Manager

Mathematica

Minitab

Glo-Bus

Work Experience

Reversemortgagela.com

2013/2014

Web-based reverse mortgage lender calculator aimed at gathering leads for clients with the focus of becoming a licensed lender for seniors requiring loans in the Los Angeles area

Position: Media Coordinator

- Blog relevant news related to the dynamic growing industry through specific media outlets
- Sustain company growth through advertisement purchases on search engines and twitter
- Follow up on email leads to gather client base
- Coordinated with lenders to make loan application for borrowers
 - Contact: Chris Jastrzebski - Manager/Owner (310) 945-7123

(424) 241-2604

Coldwell Banker - Richard Ellis (CBRE)

2012/2013

100 N Sepulveda Blvd., El Segundo, CA 90245

Corporate Commercial Real-Estate Services Company focused on global financial services

Position: Accounts Payable Processor

- Successfully resolved vendor payment inquiries
- Effectively managed several hundred invoices per day in the eastern region of the United States
- Assisted in the maintenance of vendor tax classification and payment terms
- Audited several hundred invoices per day verifying accurate expenditures & account charges
 - Contact: Karina Mattia - Healthmates Branch Manager (310) 326-6700

Swirl by Daily Candy

2011/2012

12200 W Olympic Blvd, Los Angeles, CA 90025

"Daily Deal" ecommerce start-up site with 50+ employees

\$12 million in sales revenue per year financed by NBC

Position: Vendor & Procurement Coordinator

- Effectively managed 4000+ units of inventory per week
- Created daily consignment purchase orders
- Provided daily communication with GSI warehouse across the United States
- Managed Holiday Shop inventory consisting of 20+ brands
 - Contact: Jill Angel – Senior Coordinator (310) 562-6148

UCLA Health Systems Planning, Design & Construction
2010/2012

10833 Le Conte Ave, Los Angeles, CA 90095

Internal department for Health Systems that performs hospital upgrade/retrofit/design & construction projects, with a \$7 million annual budget from University of California Regents

Position: Assistant to Project Managers

- Developed flow charts to monitor project status
- Formulated financial accounting data for projects
- Coordinated submittals and approvals to insure projects adhered to schedule
- Assisted engineers and architects with fieldwork

○ Contact: Thomas Coppin – Production Manager (310) 267-1228

(714) 514-8718

IDS Group: Architecture/Engineering firm

2009

1 Peters Canyon Drive, Irvine, CA 92620

Engineering & Construction Management Company specializing in engineering for hospitals

& highly specialized engineering facilities

Position: Assistant to Project Managers

- Developed flow charts to monitor project status
- Formulated financial accounting data for projects
- Coordinated pay applications for processing & approval
- Coordinated with team members & project managers
- Developed spreadsheets and tracked & monitored construction product submittals

○ Contact: Semir Dia – Project Manager (949) 302-1411

WEB Laundry

2008

3690 Redondo Beach Ave, Redondo Beach CA 90278

Management of Laundry assets within the greater Los Angeles area

Position: Field Assistant to Asset Manager

- Performed surveys of off-premise sales and pricing relating to assets in Los Angeles
- Collected, consolidated, & organized data pertaining to various business markets within Los Angeles area
- Compiled statistical data, analyzed results, & developed projections for company growth

○ Contact: Tim Chisum - CFO (310) 376-1923

Education

California Polytechnic State University San Luis Obispo (Cal Poly)

2006 -2011

San Luis Obispo, CA - June 2011

Bachelor of Science - Business Administration

Concentration: International Business with focus in Finance

Minor: Economics

Senior Project Thesis: Save Cal Poly Sports Programs: Senior Project aimed at saving University Sports programs from state & university budget cuts, lack of competitions, attendance, and support.

Personal Interests

Team sports

Stock market

Web design

Exercise

References

Professional references upon request