

Henry Incer, MBA

henry1526@gmail.com

(321) 217-4534

PROFESSIONAL EXPERIENCE

EGLA COMMUNICATIONS www.eglacomm.net (561-869-4446) Boca Raton, FL

IT Project Manager and Business Developer – June 2012 to Present

- Wrote and presented various business proposals for EGLA Communications
- Created business plan, PR campaign, and presentation for HulaDrive.com.
- Performed sales and follow-ups for Mediamply media streaming service.
- Led website creation project and deployment for dmsrecovery.com
- Participated in various negotiations with potential clients, partners, and angel investors.

SAM'S CLUB / WALMART www.samsclub.com (305-463-9384) Miami, FL

Manager for Overnight and Produce/Grocery Manager – April 2011 to April 2012

- Oversaw and managed all aspects of store operations for the 2nd highest selling Sam's Club.
- Managed overnight stocking, receiving, and store transitions.
- Managed and operated the produce and grocery departments for the store.
- Monitored processes to maintain quality and consistency of product presentation.
- Drove sales through effective inventory, receiving, stocking, and merchandising.
- Served the club members and associates by actively promoting Sam's Club Plus membership.

THE WALT DISNEY COMPANY www.disney.com (407-824-4321) Orlando, FL

The Walt Disney World College Program – Disney's Coronado Springs Resort

Administrator for Front Desk and Concierge - May 2010 to January 2011

- Administered front desk personnel, register guests, and conduct monetary transactions.
- Administered concierge desk personnel, sell park tickets, and make restaurant reservations.
- Received Disney's Excellent Guest Service Award in November 2010.

MIAMI CHILDREN'S HOSPITAL www.mch.com (305-666-6511) Miami, FL

Project Analyst - January 2009 to December 2009

- Conducted managerial projects for departments of Construction, Call Center, and Security.
- Actively involved in creation of new assets such as the new parking garage, the communication hub at the call center, installation of new security alarms, and development of photo ID cards.
- Processed around 50 accounts payable, ledger entries, and invoices per week.
- Monitored payments to vendors and contractors while reducing overhead costs.
- Processed documents for contracts, bidding, legal requirements, and purchase orders
- Oversaw cost reporting, accounts allowable, reimbursements, and budget performance.

THE HEYER GROUP, INC. www.heyerinc.com (786-693-9358) Miami, FL

Accountant I - October 2007 to December 2008

- Prepared individual taxes, corporate taxes, and payroll for over two hundred clients
- Increased client satisfaction by arranging new services for existing clients.
- Devised marketing strategies for acquiring new clients by creating incentives for existing clients.

SIGMA SOLVE LLC www.sigmasolve.net (954-397-0800) Plantation, FL

Team Project Coordinator - June 2007 to August 2007

- Participated on this business school team project as a leader and coordinator.
- Developed a comprehensive marketing plan for the company which helped launch new IT services and opened new markets for this small startup company.

MIAMI MARKETING WORKS www.miamimarketingworks.com (305-436-2868) Doral, FL
Sales Representative - August 2005 to December 2006

- Learned sales, pitching, management, and presentation skills.
- Pitched to over one hundred professional business door to door on a daily basis.
- Managed my own client accounts and continually exceeded sales quotas.

TARGET www.target.com (305-668-0262) Miami, FL

Front Desk Manager - April 1999 to July 2005

- Managed store departments including cash registers and guest service.
- Learned the operations side of the business with regards to its culture, brand, merchandising, security, leadership, inventory, financials, sales, shipping/receiving, and customer service.

RELEVANT SKILLS

TECHNOLOGY SKILLS:

- Skilled in all applications of MS Office: Word, Excel, Access, PowerPoint, Outlook
- Website creation: AWS S3, Wordpress, GitHub
- Cloud systems: OpenStack, VMware, XenServer
- ERP software: SAP, Oracle, Lawson, PeopleSoft
- Fledgling programmer in XHTML, CSS, C++, Java, and Python

MANAGEMENT SKILLS:

- General managerial skills, personnel staffing and scheduling
- Project management skills, SWOT analysis, and work breakdown structure
- Knowledge of Lean Processes for quality control, minimizing waste, and creating value
- Understanding of Six Sigma, Total Quality Management, and Just in Time processes

FINANCIAL/ACCOUNTING SKILLS:

- Skilled in financial statement analysis, cash flow analysis, NPV, IRR, CAPM, capital structure, bond valuation, risk and portfolio management
- Familiar with GAAP, accounting regulations, statement analysis, and reconciliation
- Experience working with corporate tax form 1120, and individual tax form 1040
- Quantitatively adept in statistics, variance analysis, and regression analysis
- Knowledgeable in QuickBooks, and Turbo Tax

COMMUNICATION SKILLS:

- Sales, pitching, oral, written, communication, and presentation skills
- Excellent English speaker and writer
- Native Spanish speaker and writer

EDUCATION

NOVA SOUTHEASTERN UNIVERSITY

H. WAYNE HUIZENGA SCHOOL OF BUSINESS Ft. Lauderdale, FL

Master of Business Administration (MBA) - 2008

- Graduated Summa Cum Laude with a 3.9/4.0 GPA at top 10% of class
- Member of the National Society of Hispanic MBAs (NSHMBA)

FLORIDA INTERNATIONAL UNIVERSITY Miami, FL

Bachelor of Business Administration (BBA) – 1998

- Management Information Systems Minor
- Graduated with a 3.5/4.0 GPA