

# Santiago Diaz

## Project Manager

Vestal, NY - Email me on Indeed: [indeed.com/r/Santiago-Diaz/0c618beabaa76043](https://www.indeed.com/r/Santiago-Diaz/0c618beabaa76043)

### WORK EXPERIENCE

#### Project Manager

New York, NY - September 2016 to March 2017

- Developed the project scope, team hierarchies, work break down distribution, and project schedule
- Worked closely with the electrical, computer science, and systems integration to develop detailed requirements for each component of the hybrid car
- Developed a baseline schedule in Microsoft Project that allowed teams to more efficiently track the progress of the project compared to the planned schedule
- Designed a project control system board in which team members could easily glance at approaching deliverables, milestones, budget status, weekly duties, non-working days, meetings dates and shipping and fabrications statuses
- Constantly created graphical status reports in which I provided information on budget, timeline, and progress

#### Junior Project Manager intern

CognitiveTPG - Ithaca, NY - September 2016 to November 2016

- Managed changes in a 1 year project with frozen requirements and developed embedded software into excel that displayed the impact of changes in budget, schedule and resources usage
- Utilized data collection along with Visual Basic programming to create custom software so different levels of management could easily oversee projects
- Assisted weekly meetings with clients to set up deadlines that did not interfere with ongoing projects, resources and supply

#### Tech X Case Study Competition

Ernst and Young - New York, NY - September 2016 to November 2016

Participant

- Presented and developed creative solutions in a case study competition in which our team placed in the first place out of 47 teams
- Used excel to perform an economic, and sensitivity analysis to forecast different potential reactions from customers
- Used present and future value functions to estimate and value the company's value years ahead
- Presented at Ernst and young headquarters in front of head executives

#### Business Analyst intern

CognitiveTPG - Ithaca, NY - June 2016 to August 2016

Led a team of software engineers that developed a long-distance troubleshooting program package which advanced the company ahead of its competitors

- Worked with a software team to develop a program that would allow engineers to troubleshoot printers over the air and come up with exceptionally fast solutions
- Worked closely with the CEO to economically justify and optimize locations of point of sale systems in hospitals

### **Logistics Engineer intern**

Proclin Pharma S.A - Bogota, CO - June 2015 to August 2015

- Helped maintain optimal levels of inventory and managed timeline to set delivery dates with customers
- Placed pharmaceutical inventory efficiently and in optimal locations for convenient shipping
- Learnt on data collection for forecasting and calculating proper levels of inventory
- Notified and reported to clients on the status of their inventory

#### **LEADERSHIP**

### **Resident Assistant**

Tompkins Cortland Community College - Cortland, NY - June 2013 to June 2015

Oversaw 31 students and promoted healthy living by administrating diversity, and academic programs and often mediating

between residents to come up with efficient solutions

- Discovered and improved my set of skills to achieve challenges as a team by properly and smartly leading people
- Attended frequent staff meetings with professional staff and campus police to discuss hall safety regulations, residents' issues and future events to promote efficiency and continues improvement

### **Student President**

San Juan Del Camino Private School - Bogota, CO - September 2011 to March 2012

- Discovered and experienced the positive impacts that leaders can have in individuals
- Optimized the school time management, improved food approval rating, and managed multiple bonding activities

#### **INTEREST**

- Consumer electronics show, Personal productivity and optimization software, Apple products
- Raced BMW for 10 years and placed 2nd in the State of New York, and third in nation

#### **EDUCATION**

### **Bachelors of Science in Industrial and Systems Engineering in TECHNICAL**

Binghamton University, State University of New York, Thomas J. Watson School of Engineering  
May 2017

#### **SKILLS**

Data Analytics (Less than 1 year), Excel (Less than 1 year), Minitab (Less than 1 year), PowerPoint (Less than 1 year), Project Management (Less than 1 year)

#### **ADDITIONAL INFORMATION**

#### **TECHNICAL SKILLS**

- Bilingual (Spanish, English), Public Speaking, Leadership

- Project Management, Visual Basic Programming, Microsoft (Project, Excel, PowerPoint, Word), Data Analytics, Dashboards  
Creator, Simulation software, Minitab