

# JORGE TABAN

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## SUMMARY OF QUALIFICATIONS

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Solution-driven project professional with a background spanning business operations, data analytics, and software development. Currently pursuing a Computer Science degree at FIU (focused on Java). Passionate about integrating technology and strategic thinking to drive measurable outcomes, while staying current with industry trends. Skilled in tackling both technical and operational challenges, supported by proven project management capabilities to deliver high-impact results.

## PROFESSIONAL EXPERIENCE

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**Wivalka Motors** | Miami, Florida

**March 2024 - October 2024**

*General Manager*

- Entrusted with monitoring and maintaining optimal car inventory levels using scripts and reporting tools, creating and organizing vital documentation, and leveraging DealerCenter to analyze performance metrics.
- Engaged in direct sales, guiding potential buyers through purchase processes, and assisted with financing customer credit applications to ensure a smooth ownership experience.

**JP Global Digital** | Miami, Florida

**April 2022 - April 2024**

*Business Researcher/Operations Assistant*

- Conducted in-depth research and provided written analysis on technology topics to address critical business issues-including competition, customer satisfaction, product innovation, customer complaints.
- Aligned company policies with new government policies-formulating strategic recommendations presented to executive leadership for decision-making.
- Initiated and developed an automated data pipeline integrating data from multiple sources such as HubSpot, Google Analytics, and custom databases, streamlining manual processes and reducing data processing time.
- Employed Looker Studio to create interactive graphs and charts to represent complex data insights.

**Parawatts** | Paraguay, Asuncion

**August 2021 - April 2022**

*Operations Manager*

- Oversaw initial stages of construction design and accommodation for a new regional facility.
- Implemented strategic operational changes, leading to enhanced efficiency and cost-effectiveness of around 25%.
- Coordinated with multiple departments to ensure alignment with corporate goals timelines.
- Managed a team of 12 employees specialized in different disciplines, ranging from micro welding for machines, regular welding structures, and machine and data center cleaning and maintenance, to 24/7 monitoring.
- Applied skills: Project Management, Team Leadership, Construction Management, and Scheduling Management.

## SKILLS

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*Relevant Courses:* Technical Project Management with a certificate on Scrum

*Strong Skills on:* English (Proficient), Spanish (Native), Agile Methodologies, PowerBI, Looker, GA4, Google Scripts, Hubspot, LinkedIn Sales Nav, Project Managing.

*Familiarity with:* Software dev : Java and Python, Google Search Console, Data Structures, and Project Budgeting.

## EDUCATION

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**Computer Science Bachelor's**

**May 2026**

Florida International University; Miami, Florida

Relevant Courses: Programming 1 // Programming 2 // Google In-Residence Course

**Associate of Arts AA + College Credit Certificate**

**May 2019**

Miami Dade College; Miami, Florida

Associate of Arts - AA, Business Administration and Management

College Credit Certificate, Business Specialist