

NICOLÁS MORENO

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Business Administrator. I have experience in investment projects, social projects implementation, financial modeling, database management, expenses and costs control, budget execution, financial analysis and customer service. I have a well-rounded skill set so I am able to take on multiple tasks responsibly and effectively. I have an analytical and logical mind that gives me a practical approach to understanding, framing and solving problems. My experience has enabled me to develop strong communication and interpersonal skills and consequently to become a great team member and leader.

EXPERIENCE

ADMINISTRATIVE AND FINANCIAL MANAGER

September 2018 - Present

[ESTUDIOS PALACIOS LLERAS](#)

- Build the strategic plan of the firm.
- Evaluation of investment projects.
- Project management.
- Develop marketing strategies.
- Preparation of financial and administrative reports for the board.

PROJECT MANAGER

January 2018 - September 2018

[NUTRINFANTIL](#)

- Project management.
- Creation and implementation of new social projects.
- Build the sustainability plan.

FINANCIAL ANALYST

January 2015 - August 2017

[MOVICH HOTELS](#)

- Preparation of financial reports.
- Consolidation of income statements.
- Evaluation of investment projects.
- Budget construction and control.
- Financial modeling.

EDUCATION

[PONTIFICIAL XAVERIAN UNIVERSITY](#)

BACHELOR OF SCIENCE
Business Administration

[GIMNASIO CAMPESTRE](#)

HIGH SCHOOL
January 1997 - June 2011

SKILLS

LANGUAGES & TOOLS

- Languages: Spanish: Native; English: 93 TOEFL IBT TEST
- IT Knowledge: Microsoft Office (Word, Excel, Power Point). Advanced Excel - Visual Basic, SAP (financial module), ZOHIO Reports.
- Programming skills: HTML5 , CSS3, JavaScript, PHP, MySQL.

VOLUNTEERING

ASOCIACIÓN SANTA CRUZ

FACILITATOR. SECURITY DIRECTOR. CAMP DIRECTOR

- Coordinated and lead teams of more than 50 people.
- Structured educational youth programs.
- Established, structured and implemented a social summer camp for kids in vulnerable situations

CERTIFICADOS & OTROS

- Business Faculty Board Member (2014 – 2016)
- Basic course of stock exchange - BVC
- Financial decisions on Excel – CESA