**NICOLÁS MORENO**

[(+57) 310-275-1670 ·](tel:%20+573102751670) [NICOLASM1410@GMAIL.COM](mailto:nicolasm1410@gmail.com)

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](http://www.palacioslleras.com/)

* 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](https://www.nutrinfantil.co/)

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

**FINANCIAL ANALYST** January 2015 - August 2017

[MOVICH HOTELS](https://www.movichhotels.com/)

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

**EDUCATION**

[**PONTIFICIAL XAVERIAN UNIVERSITY**](https://www.javeriana.edu.co/)

BACHELOR OF SCIENCE

Business Administration

[**GIMNASIO CAMPESTRE**](https://www.campestre.edu.co/)

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), ZOHO Reports.

 Programming skills: HTML5 , CSS3, JavaScript, PHP, MySQL.

**VOLUNTEERING**

[**ASOCIACIÓN SANTA CRUZ**](http://www.asociacionsantacruz.org/)

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