

Rembrand Pardo

Business Manager | Business Developer | Administrative Specialist | Executive Specialist | Administrative Coordinator
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Dynamic and results-driven business leader with a diverse background in business strategy, executive operations, administrative leadership, and organizational development. Proven ability to optimize business processes, drive strategic initiatives, and enhance operational efficiency. Multilingual professional adept at high-level negotiations, resource allocation, stakeholder management, and cross-functional collaboration to deliver impactful business results.

Experience

Nebula, Provo

Product Manager

10/2024 – Present

- Define and execute long-term business strategies, ensuring alignment with market trends and corporate objectives.
- Direct cross-functional initiatives, enhancing synergy between engineering, operations, and business teams.
- Provide executive-level decision-making insights, driving sustainable business growth and competitive advantage.
- Develop governance policies to enhance compliance, risk management, and operational security.
- Cultivate leadership talent, mentoring managers to enhance business performance and team effectiveness.

Nebula, Provo

Project Manager

09/2022 – 10/2024

- Managed complex schedules, project timelines, and business operations, ensuring smooth execution of initiatives.
- Developed and enforced business process improvements, leading to a 25% increase in project completion rates.
- Acted as the main point of contact for internal and external communications.
- Collaborate with clients and stakeholders to define project scope and objectives, achieving a 95% satisfaction rate through clear communication and expectation management.
- Developed high-impact process improvements, leading to a 25% reduction in operational inefficiencies.

Pico Labs, Provo

Software Engineer Project Lead

08/2022 – 04/2023

- Managed administrative operations, ensuring seamless workflow and optimized teams' efficiency.
- Led cross-functional teams to align business strategy with software development, improving operational efficiency by 25%.
- Managed stakeholder communication, ensuring clarity and alignment between business goals and engineering execution.
- Created and maintained spreadsheets, reports, and documentation for departmental use.
- Maintained project schedules, prepared reports, and coordinated office tasks.

Brigham Young University, Provo

Office Specialist/Teaching Assistant

03/2022 – 12/2022

- Maintained and organized confidential records, ensuring data accuracy and compliance with organizational policies.
- Coordinated office supply procurement and inventory management to maintain seamless operations.
- Organized department meetings, took minutes, and followed up on action items to ensure task completion.

Magnum Byte, San Francisco, CA

Project Manager Intern

01/2020 – 02/2021

- Provided administrative support for project teams, including document preparation and filing.
- Managed executive calendars, scheduled meetings, and prepared presentations.
- Maintained spreadsheets and databases for tracking expenses, resources, and project timelines.
- Processed invoices, maintained records, and assisted with procurement.

Salt Lake Community College, Salt Lake City

Office & Recruitment Specialist

05/2017 – 05/2018

- Coordinated logistics and optimized workflow for high-traffic events to improve operation efficiency by 20%.
- Multitasked and solved multiple problems in different departments improving communication, documentation and efficiency.
- Provide administrative and clerical support for diverse departments and eligibility process.
- Managed daily office operations, including handling phone calls, emails, and scheduling.

Universitat Politècnica de Catalunya, Barcelona

Administrative Office Specialist

09/2014 – 12/2015

- Assisted management with day to day departmental, interdepartmental, and external communications.
- Organize and document departmental procedures; prepare statistical reports and surveys.
- Handled highly sensitive and confidential information including research.
- Produced financial reports improving transparency and supporting decision-making.
- Oversaw administrative functions, including scheduling, record-keeping, and procurement management.

Education

Bachelor of Science in Computer Science, Provo

Brigham Young University

09/2019 – 04/2023

- Emphasis in Software Engineering and Business Management
- Minor in Mathematics
- GPA 3.8

Associates of Science in Business Management, Salt Lake City

Salt Lake Community College

09/2017 – 04/2019

- GPA 3.87 (High Honors)
- Member of Phi Theta Kappa Honor Society (maintained 3.50 GPA throughout all semesters)

Volunteering Experience

The Church of Jesus Christ of Latter-day Saints, Malaga

Volunteer Representative

09/2012 – 08/2014

- Led monthly training meetings to instruct 50+ volunteers on organizational goals and leadership.
- Oversaw volunteer work in 7 major cities throughout Spain.
- Conducted performance evaluations and implemented improvement strategies, resulting in a 20% increase in volunteer productivity and engagement.
- Carried a 90+ hour weekly schedule for 24 months.

Skills

- **Proficient:** Business Strategy & Development, Executive Decision-Making, Administrative Operation, Office Administration & Management, Records Management & Documentation, Business Process Improvement, Customer Service & Communication, Data Entry & Reporting, Travel & Event Planning, Budgeting & Expense Tracking, MS Word, Excel, Windows, and Outlook, Google Docs, Teams, Adobe Analytics, Atlassian.
- **Moderate:** Lucid Chart, ADA guidelines and FTA regulations, Labor Relations, Canva, Salesforce, HubSpot, Tableau, DocuSign, SharePoint, Zendesk.
- **Beginner:** OnePlan, Google Ads, Social Media Ads, Legal Assistance, Embedded Technologies, Employer Branding, Figma.
- **Languages:** English (Fluent), Spanish (Fluent), Catalan (Fluent)

Certifications

Microsoft: Planning for Successful Project Management (*Microsoft*)

06/2024 – Present

Business Analysis for Project Managers (*LinkedIn*)

06/2024 – Present

Project Management Foundations (*LinkedIn*)

05/2024 – Present

Corporate Finance Foundations Professional Certificate (*CFI*)

05/2024 – Present

Project Resource Management (*LinkedIn*)

04/2024 – Present

Managing Projects with Microsoft 365 (*LinkedIn*)

03/2024 – Present