Sebastian Rendon Larrea

El Paso, TX | srendonlar@miners.utep.edu | +52 (656) 106-3550

EDUCATION

Bachelor of Business Administration in Financial Analysis & Information Systems

The University of Texas at El Paso (UTEP) | GPA: 3.84/4.0 | Expected: December 2026

- **Dean's List**: Spring 2023 - Present (Awarded to students with a GPA of 3.5 or higher)
- **Semester Abroad**: Universidad del Norte, Barranquilla, Colombia (Fall 2024)
- **Leadership & Involvement**: Member, Association of Latino Professionals for America (Fall 2023 - Present); Member, Banking Academy (Spring 2025)

PROFESSIONAL EXPERIENCE

UTEP PeopleSoft – El Paso, TX

DocuSign Developer (10/2023 – Present)

- Automated and optimized document approval processes, increasing workflow efficiency by 250% and reducing administrative bottlenecks in financial transactions across 20+ departments.
- Provided comprehensive training and support to university departments, resolving inquiries related to DocuSign platform integration.

UTEP Budget and Payroll Services – El Paso, TX

Budget and Payroll Analyst I (08/2022 – 10/2023)

- Conducted 150+ monthly budget analyses, ensuring financial accuracy and optimizing departmental cost allocations.
- Maintained reconciliations for over 30 cost centers, supporting financial reporting and compliance.
- Assisted departments with budgetary concerns, improving efficiency in financial decision-making.

Infolink – Ciudad Juarez, MX

Bilingual Agent/Sales Representative (01/2022 – 07/2022)

- Assisted 30+ daily customers with hardware issues and troubleshooting, ensuring high customer satisfaction.
- Recognized as the top-performing sales representative for four consecutive months.

VOLUNTEER EXPERIENCE

Kelly Center for Hunger Relief – El Paso, TX

Operations Manager (08/2022 – 12/2022)

- Reorganized food distribution processes, increasing operational efficiency by 65%.
- Led a team of volunteers, ensuring timely and effective service delivery.

TECHNICAL & ANALYTICAL SKILLS

- **Financial Analysis**: Budgeting, Forecasting, Variance Analysis, Forex Analysis
- **Advanced Excel and Microsoft Suite Applications**: Pivot Tables, Macros, Financial Modeling
- **Programming**: HTML (Advanced), SQL (Intermediate), Python (Intermediate)
- **Workflow Automation**: DocuSign, PeopleSoft, BI, SAP
- **Stock Market**: +250% return on investment within 6 months
- **Languages**: Fluent in English and Spanish