

SUMMARY OF QUALIFICATIONS

Leader, project manager, talented at investigation, statistics and data analysis. Great speaker with incredible evaluations. Outstanding relationship building, training and presentation skills. Dedicated to enhancing underwriting department operations with an analytical and disciplined approach. Able to work with minimal direction to solve problems, resolve conflicts and respond to customer inquiries.

Skills:

- Budgeting and finance
- Conflict resolution
- Control of Excel, SPSS, R, Stata, and Map Viewer.
- Interpersonal and written communication
- Investigation and data analysis
- Methodology implementation
- Project manager
- Report writing
- Researcher
- Risk management processes and analysis
- Speaker
- Statistical analysis
- Speaker
- Team leadership & liaison

PROFESSIONAL EXPERIENCE

Supervisor of Programs and Alliances, EDA Grant Director & Entrepreneurship Center 2019

► PUERTO RICO TRADE – COMPAÑÍA DE COMERCIO Y EXPORTACIÓN

- Project Manager
- Supervise program managers
- Create collaborative contracts
- Work with Federal funds
- Organized workshop
- Contract drafting
- File verification
- Circular Letter drafting

Professor Instructor of Social Sciences and Statistics 2016

► UNIVERSITY OF PUERTO RICO ARECIBO CAMPUS

- Teach at the public university of the state students in the area of social sciences, nursing and communication.
- Discussion of the main topics of economics, political sciences, human geography, demography, and sociology.
- Work with regression lines, ratio variable, probability models, population variable, normal distribution, nominal and ordinal data, among other statistics language. Main software SPSS.

English Professor 2014-2015

► IES PROFESOR MÁXIMO TRUEBA

- Teach and encourage the students to speak and write in English with different activities such as debates, presentation, games and conversation.
- Lead a culture of total leadership and team work creating training systems and providing students.
- Driving Excellence and Innovation through the implementation of organization and respect.
- Planned, prepared and delivered lessons to high school students.
- Implemented apt instructional and learning strategies.
- Designed and developed instructional activities using data from students learning style assessments

Professor of Social Sciences 2013

► CENTRO DE ESTUDIOS MULTIDISCIPLINARIO

- Teach the students to understand the different and contrast between societies and groups in response and human factors, particularly economic and political. Demonstrate the different tools and methods used in the field of social sciences and more.
- Basic keys of method investigation.
- Develop students as a critical thinker at its best and make them aware of the causes and effects of their decision in the society.

ADMINISTRATIVE ASSISTANT 2011-2013

► CONSESTMEP INT. | MADRID SPAIN

- Revolve around managing and distributing information within an office.
- Charge of sending and receiving correspondence, as well as greeting clients and customers.
- Translate documents from Spanish to English and from English to Spanish.
- Manage market strategies, financing, orders and arrangements of schedule and meetings.

EDUCATION & TRAINING'S

- *University of Zaragoza*, PhD Student in Economic, Present
- *Complutense University of Madrid*, **Master of Economics 2018**
- *Complutense University of Madrid* **Master of Sociology 2013**
- *Universidad de Puerto Rico, Arecibo Campus* **Bachelor Degree in Social Sciences 2011**

Awards and Publications:

- **Presentation at the V International Congress 2020: “Comunicación y Pensamiento”** at University of Seville
- **Award from Instituto Complutense de Estudios Internacionales y el Consejo Social: Premio 2018 a “Las mejores contribuciones de la Universidad Complutense de Madrid:** https://www.ucm.es/data/cont/media/www/pag-115054/PREMIO_internacionalizacion_ICEI_2018_Resolucion.pdf
- **Paper Publication at:** <http://amauta.upra.edu/> “Descenso Demográfico de Puerto Rico”

Certifications:

- **Machine Learning A-Z: Hands on Python & R in Data Science** -present.
- **Introduction to GIS**-present.

Languages: English and Spanish

REFERENCES

- Additional references available upon request.