

Alvaro Mendoza

10613 SW 73rd Terr.
Miami, FL 33173

(305) 205-7590
amend227@fiu.edu

EDUCATION

Florida International University
Master of International Business
Major: International Business

Miami, FL
August 2018

Universidad Privada Boliviana
Master of Business Administration
Major: Finance

Cochabamba, Bolivia
November 2012

Universidad Privada Boliviana
Commercial Engineering
Major: Marketing

Cochabamba, Bolivia
November 2009

EXPERIENCE

VIVA – Nuevatel PCS de Bolivia
Credit Risk Senior Analyst

Cochabamba, Bolivia
January 2014 – June 2017

- Conducted competitive analysis to over 15,300 new customers who applied to the company's cellphone services, devised and reduced potential financial risk for the company.
- Studied and proposed new procedures manual and politics of the Credit Risk Department, and led a team of 5 to accomplish this task.
- Created daily Excel and Power Point sales reports presentation for managers and Vice-presidency of Sales and Operations with Clients Department.
- Continuous support to the Sales Department regarding politics and manual interpretation, in order to minimize service time to clients

Banco BISA
Personal Loans Officer Assistant

Cochabamba, Bolivia
May 2010 – October 2012

- Managed daily, weekly, monthly and annual operational tasks of the personal credit department. These tasks were coordinated with the officer in order to reduce operations times. Reports, debt control, sales and other tasks given by area were also managed while officer focused on increasing sales.
- Collaborated and assisted the Personal Loans Manager in operational tasks
- Led teams of 4 that prepared past operation in order to be presented and audited by bank authority in Bolivia
- Led a team of five with event organization such as: new employees welcome parties, Christmas, Bank anniversary organization and execution, supervised budget and presented an annual memory to administrative department.

Hotel Los Tajibos
Internship

Santa Cruz, Bolivia
May 2009 – July 2009

- Analyzed electrical expenses in convention center of hotel
- Presented a project that proposed great electrical expenses reduction, after implementation the project saved 15 % in annual electrical bill.

OTHER

COMPUTER: Advanced proficiency in Microsoft Word, Excel, Power Point and Outlook

LANGUAGE: Bilingual in ENGLISH and SPANISH