



EDUCATION

Bachelor of Business Administration in Financial Analysis & Information Systems

The University of Texas at El Paso (UTEP) | GPA: 3.86/4.0 | 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)
- **Battle of the Brains Competition:** Participated, and became an eBay Scholarship Winner

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 more than 65 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)

- Leveraged AI-based inventory and data management tools to streamline 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
- **Languages:** Fluent in Spanish and English (speaking, reading, and writing)
- **Artificial Intelligence:** Prompt Engineering and AI-assisted Research