


PERSONAL INFORMATION

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 <https://www.sfm-consulting.at> <http://www.saltpond.org>

WORK EXPERIENCE

20 May 2017–Present

Project leader

The Salt Pound Project, Vienna (Austria)

8 Jul 2016–Present

Founder and owner

SFM Unternehmensberatung e.U., Vienna (Austria)

SFM is an organisational consulting company specialised in start-up consulting, organisational planning and optimisation, drawing up business plans and UVPs, providing IT Security solutions (tailored for small NGOs and SMEs), and creation of marketing strategies.

28 Oct 2015–17 Dec 2015

Deputy Financial Coordinator

Doctors without Borders- Spain Section, Bangui (Central African Republic)

- Cash box and safe management
- Management of cash endowment for the projects
- Cash flow forecasting
- General accounting
- Managing relations with suppliers and banks
- Budgeting, budget follow-up
- Processing of internal and external purchase orders for the medical projects
- Providing technical support to the financial administrators in the projects

22 Feb 2015–10 Sep 2015

20 h/week Trainee

Re/Max Reliable Vienna, Vienna (Austria)

- Market research
- Managing client relations.

1 Mar 2011–15 Sep 2012

50 h/week Financial technical specialist

Bank of the Mexican Army, Airforce and Navy, Mexico City (Mexico)

- Detailed analysis of the Asset/Liability structure of the bank
 - Computation of the credit risk according to the client and credit portfolio
 - Presentation of the results to the upper management and the CEO
 - Periodical revision of the company's organisational charts
- I was regularly trained in the following disciplines:
- Regulatory background for banks and financial institutions
 - Global Money Laundering and counter-terrorism financing regulations and preventive measures
 - Accounting and management in the public sector
 - First aid and emergency response.

1 Mar 2007–1 Dec 2010 **20 h/week Accounting and bookkeeping clerk**
 Centro Cambiario Talpa Mascota de Jalisco, S.A., Guadalajara (Mexico)
 -Exchange rate analysis and forecast leading to a 18% profitability raise
 -Customer service
 -Customer acquisition
 -General administration and accounting assistance for the management.
 -Cash desk management.

1 May 2009–1 Aug 2009 **10 h/week Intern**
 GCI Financial Guadalajara, Guadalajara (Mexico)
 Short internship in the Guadalajara branch. Main tasks:
 -Developing investment strategies
 -Customer acquisition and customer advisory.

EDUCATION AND TRAINING

1 Oct 2012–3 Sep 2015 **MSc. Betriebswirtschaft (Master of finance)** EQF level 7
 Universität Wien, Vienna (Austria)
 Taught in German and English languages
 Focus on:
 -Public Utility Management
 -Financial Services.

1 Aug 2006–1 Dec 2010 **Bachelor in Financial Administration** EQF level 6
 ITESM, Guadalajara (Mexico)
 Taught in English and Spanish language, focus on:
 -Financial Markets
 -Corporate Finance
 International experience required, one-year exchange program in Universität Dortmund.

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	C1	C1	C1
	ÖSD C1				
English	C1	C1	C1	C1	C1
	Institutional TOEFL Test				
French	B2	B2	B2	B2	B2
	DELFB2				
Arabic	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Excellent presentation and client acquisition skills gained through my experience as an entrepreneur
- Good analytical skills acquired through my working experience in the Bank of the Mexican Army
- Good management of client relations acquired through my working experience in the real state and currency exchange businesses
- Good multicultural understanding acquired through experience in Africa and travel to 38 countries.

Organisational / managerial skills

- Coordination of multidisciplinary projects gained during my experience as a deputy financial coordinator as well as the coordinator for Grant Projects for the International Humanitarian Relief.
- Good organisational skills gained through participation in two national and one international Models of the United Nations in Leon and Monterrey, Mexico, and in Boston, MA.

Job-related skills

- Certified investment strategies advisor by the Mexican Stock Market Intermediaries association
- Good command of any Excel, Numbers, Access and SPSS statistical software packages acquired both at my master studies and my job as a financial analyst
- Good mentoring skills acquired as a provider of community service for young entrepreneurs.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital competences - Self-assessment grid

- Good command of MacOS, DragonFly BSD, Parrot Linux, Tails Linux
- Certified user of Bloomberg Markets, certification at ITESM
- Certified user of TradeWizards, certification at ITESM
- Proficient website design with HTML and CSS
- Content Management Systems: Drupal and Joomla (not WordPress)
- Basic programming in the languages R, Python and Mozilla's Rust
- Good command of Visual Basic acquired through experience
- Good command of z-Tree programming for controlled experiments, acquired through the self-development of an economic experiment at the University of Vienna.

Other skills

- Tandem partner for learning and improving languages
- Enthusiast of open-source software
- Passionate traveler

Driving licence B

ADDITIONAL INFORMATION

Publications Geldwäsche: Konzept, Ursachen, Fallbeispiele und Bekämpfung, Akademikerverlag, 2016.

Projects

- "Paedagogik Online": a webinar and podcasting learning platform (<https://www.paedagogik.online>);
- "NGO-Hub Austria" (<https://www.ngo-hub.at>) a networking platform for non-profit organisations.