

Project Manager who goes above and beyond basic administrative tasks and takes multiples projects at once.

Excellent work ethic and strength in boosting compnay morale.

Work History

2015-05 - Current	Logistics And Accounts Receivable Manager <i>Johnson Equipment Co. S. De R.L. De C.V., San Luis Potosi, SLP</i> <ul style="list-style-type: none">Updated aging reports based on daily audits.Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.Prepared bills receivable, invoices and bank deposits.
2013-01 - 2014-01	PROJECT MANAGER <i>CENTRO PYME A.C., Prol. Av. Chapultepec 1145, Fracc. Villas Del Pedregal, San Luis Potosí, SLP</i> <ul style="list-style-type: none">Managed office supplies, vendors, organization and upkeep.Obtained signatures for financial documents and internal and external invoices.Coordinated board and committee meetings, includin schedules and information preparation and distribution.Organized all new hire, security and temporary paperwork.

Education

2008-08 - 2014-12	BBA <i>Universidad Autónoma De San Luis Potosí - Madero No. 849, Col. Centro</i>
2005-08 - 2008-05	High School Diploma <i>Instituto Tecnológico De Estudios Superiores De Monterrey - Campus San Luis</i>

Accomplishments

- Business Administration Title.
- TOEFL 540 pts. Advanced
- Studied for one year high school in El Paso Texas and spent six months in Seattle Washington.

Certifications

TOEFL

ARTURO
LOPEZ

BUSINESS
ADMINISTRATION

Personal Info

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V́ctor Rosales 278-8, Col.
Tequisquiapan
San Luis Potosí City, SLP, 78230

Phone
444 135 6472

E-mail
alo_medina@hotmail.com

Skills

Database management	Excellent
Excellent communication skills	Excellent
Articulate and well-spoken	Excellent
Flexible	Excellent
Accurate and detailed	Excellent
Works well under pressure	Very Good
Social media knowledge	Excellent
Team building	Excellent
Administrative support specialist	Excellent
Critical thinker	Excellent

Filing and data archiving



Excellent

Excellent planner and coordinator



Very Good

Accounts receivable



Excellent

Software

Microsoft Office

Languages

Spanish



Native

English



Superior