

EDUARDO C. LARES

622 Punto Reyes Lane
El Paso, Texas 79912

Mobile: (915) 217-6294
eddie@laresonline.com

Social Security Number: 631-20-0299

Citizenship: United States of America

Veterans' Preference: NA

PROFESSIONAL SUMMARY

Results-driven professional with over 5 years of cross-functional educational and hands-on experience in coordinating and managing the logistical requirements of diverse information technology projects, network systems design, website application development, graphic design, support services, and database development and management. Experience includes all facets of project life-cycle development from initial feasibility, implementation, and quality review, with the ability to understand business processes and effectively align competencies to provide necessary support.

Highly skilled at making sound decisions and experienced in designing information technology program performance measures, developing and preparing standard operating plans, and advising on project strategies. Possess outstanding oral and written communication skills in both English & Spanish, with the ability to quickly establish rapport with professionals at all levels; an articulate and persuasive communicator with strong documentation skills.

Demonstrated ability to excel in a fast-paced work environment with fluctuating priorities and workloads; thorough and attentive to detail with ability to adjust to and control workload variables and meet deadlines. Proficient in operating a wide variety of modern office systems, peripheral equipment, and programs for the composition and processing of reports, operational plans, and informational summaries.

CORE COMPETENCIES:

Software Installation

Support Systems Integration

Network Installations

Strategic IT Planning

Web Development

End-User Training

Support Services

Graphic Design

Network/Systems Design

OPERATING SYSTEMS:

Windows 3.x/95/98/NT/2000/XP

PROGRAMMING LANGUAGES:

C++, C, My SQL, PHP, Microsoft.net, JavaScript, HTML, CSS, & JQuery

SOFTWARE:

Microsoft Office (Word, Excel, Power Point, & Access), Photoshop, Fireworks, Dreamweaver, & Illustrator

PROFESSIONAL EXPERIENCE

Wells Fargo

Credit Analyst

El Paso, Texas

Supervisor: Daniel Cueto, (915) 546-4801, May Contact

10/2006 – Present

40 hours per week

Salary: \$ 39,500.00 per year

SCOPE OF ACCOUNTABILITY: Conduct credit investigations and analyze complex and diverse credit information for high-end domestic and international companies and industries with sales in excess of \$20M.

PROGRAM MANAGEMENT: Analyze loan requests, borrower information/financial statements, collateral, and tax returns to determine ability to pay, translate Mexican to American Generally Accepted Accounting Principles (GAAP), and conduct forecast analysis and prepare credit reports for over 20 companies monthly.

PUBLIC RELATIONS: Provide support to calling officers or account representatives and coordinate activity in support of credit approval process.

Wells Fargo
Personal Banker
El Paso, Texas
Supervisor: Henry Parra, (915) 546-4570, May Contact

10/2005 – 10/2006
40 hours per week
Salary: \$ 39,500.00 per year

SCOPE OF ACCOUNTABILITY: Personally planned, coordinated, and managed the marketing and advertising of personal, business, and financial products, and bank services to build and expand market presence.

MARKET/BUSINESS DEVELOPMENT: Managed both personal and telemarketing sales calls and met with potential and existing customers, and business owners to develop new business. Offered a variety of bank products and services and lending packages and took a proactive approach of finding products that fit with client's needs; utilized profiling analysis tools and techniques to identify cross-selling opportunities. Implemented all strategies to generate traffic and integrated creative marketing plans to ensure a constant influx of potential clientele.

KNOWLEDGE/AREAS OF EXPERTISE: Acted in an advisory capacity to customers on matters pertaining to banking, mortgage lending, and broad-based financial and credit services and outsourced to other Wells Fargo partners as needed.

CLIENT/PUBLIC RELATIONS: Managed all sales efforts with an emphasis on new business development and customer relations; worked closely with, and developed profitable relationships with individual clients and area businesses to successfully build and maintain customer loyalty, repeat, and referral business.

ADMINISTRATIVE MANAGEMENT: Prepared all prospective applications and set up and processed all new accounts; prepared and maintained all accounting systems, related records, and reports for all new and existing clients.

REGULATORY COMPLIANCE: Ensured all documents and records were filed in compliance with banking procedures, and ensured the accuracy and proper retention of all required documents, filing all sensitive information consistent with record handling and retention requirements.

New York Life
Licensed General Lines Agent
El Paso, Texas
Supervisor: Gabriel Chavez, (915) 534-3270, May Contact

10/2004 – 10/2005
40 hours per week
Salary: Commission only

SCOPE OF ACCOUNTABILITY: Served as client's advisor for personal and business financial planning, annuities, life insurance products, and a variety of long term care products to generate personal savings and provide financial security.

KNOWLEDGE/AREAS OF EXPERTISE: Provided financial analysis for clients and recommend effective and viable solutions regarding issues in all personal and business financial areas. Oversaw the strategic financial planning for clients to enhance financial strength, growth, and performance.

SALES/SERVICE STRATEGIES: Utilized advanced sales knowledge to independently manage the entire sales cycle, from initial client consultation and presentation through the final sales closing; built solid client base using consultative selling skills and product knowledge to design successful portfolios to fit the needs and budget of each account.

Sporting Eyes
Store Manager
El Paso, Texas
Supervisor: No Contact Information Available

10/1998 – 10/2004
40 hours per week
Salary: \$ 43,000.00 per year

SCOPE OF ACCOUNTABILITY: Supervised, managed, and executed daily functions and processes for this store involved in the sale of high-end sunglasses and related accessories. Oversaw the day-to-day business initiatives to ensure efficient operations and achieve profitability goals including marketing, accounting, labor cost control, purchasing, human resources, staff leadership and development, cash collection procedures, merchandising, inventory control, staff scheduling to support all activities, sales, and customer service.

BUDGET MANAGEMENT: Managed the budget administration and funding activities for a yearly budget including the acceptance, disbursement, and accounting of monies for labor, inventory, supplies, resources, and equipment. Participate in the establishment of budget objectives, analyzing needs for operation, and developed current and long-range plans for purchases and expenses.

STAFF LEADERSHIP/DEVELOPMENT: Directly supervised, evaluated, and supported a team of 5 staff members and provided guidance in all phases of daily operations; evaluated and supported the staff in the performance of their job duties and completed consistent and ongoing performance reviews to ensure the staff was productive, accountable, and successful in their positions. Allocated all labor hours, anticipated hours required to maintain an efficient and streamlined operation, and scheduled the staff accordingly.

TRAINING MANAGEMENT: Served as a trainer for the staff; delivered training to both new and existing personnel for all new developments, organizational policies and procedures, and all operational practices to ensure that all enforced standards were met and maintained.

PAYROLL MANAGEMENT: Managed and coordinated all payroll functions for the store handling all payroll processing for the staff; verified all payroll reports, corrected all pay exceptions, and ensured that all employees were compensated for all hours worked.

INVENTORY MANAGEMENT: Managed all departmental merchandising and presentation standards, ordering, managing and controlling overall store inventory in excess of \$1M; planned and executed all product movement, merchandise placement, and sales promotion set-up.

CASH ACCOUNTABILITY: Oversaw conformance with all cash handling policies and procedures; ensured all sales were verified and reviewed all reports with sales information/issues prior to deposit. Managed all audits for all shortages, providing shortage information to the bank and accounting office and prepared daily sales and profit/loss reports to the District Manager.

EDUCATION

Bachelors Degree
Major: Business Management/Computer Information Systems
Credit Hours Earned: 120
University of Texas at El Paso, El Paso, Texas

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE: _____ **DATE SIGNED:** _____