Fernando Spina

Bachelor in BA student | English <> Spanish Translator

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Summary

Currently studying to be a Bachelor in Business Administration, I previously graduated as an English<>Spanish Translator, specialized in technical, scientific and literary translations. I enjoy taking ownership of tasks and responsibilities, even if they are new to me. I love to work with data and analyse it to find out patterns to develop or improve processes.
I am an analytical person with a strong client-oriented focus, due to my background of 10 years in sales which has given me vast experience in dealing with all kinds of situations.

Citizenships: Argentine & Spanish.

Work experience

Project Specialist — 2018 - Present

Parexel International

- Project Management: preparation and maintenance of project management plans and tasks in collaboration with Functional Leads.
- Experience in Excel and Office, used to calculate metrics and to prepare reports and custom analyses from merging different reports not only for internal team but also for Client team members.
- Resourcing: Calculation of resources according to project needs. Review and forecast of future resources needed depending on the stage of the project to maintain project sold margins.
- Responsible for data analysis of the operational and financial status of the project, reviewing pass-through costs and margins for each of the units and tasks sold.
- Ensure that tools are correctly set up according to GPL Standard Operating Procedures and that systems are up-to-date for accurate forecasts.

Managing Partner — 2008 - 2017

Tenda da Sole

Main products in the company: awnings, curtains, furniture.

- General administrative tasks required for the daily activities within the company.
- B2B and B2C assistance and personalized advise for diverse projects.
- Sales strategies development and planning for businesses and individuals.
Implementation of different tools to create different sales strategies using Google Adwords -combined with Analytics and Marketplace-, and targeted e-mail campaigns designed with Adobe Illustrator and Photoshop, which led to an increase in revenue, especially with new customers -individuals and companies-.
- Fixed and variable costs analysis, monthly budget allocation and revenue forecast.
- Registration and control of suppliers' accounts and credit limit analysis for customers.
- Revenue contol and evaluation of the effectiveness of marketing and sales strategies.
- Localization analysis for new stores according to costs and revenue projections.
- Development of pricing strategies (discounts, benefits, financing).
- G Suite implementation for e-mail administration and estimates follow up. Website development and design with bootstrap-based drag-and-drop software, and development of the company's online store.

Assistant — 2006 - 2008

Estudio Correa (Accountant's Office)

- Data entry and analysis.

Education

Bachelor in Business Administration

2015 - 2019 (expected)

Universidad Argentina de la Empresa

Currently in fourth (last) year.

Translator

2008 - 2014

ENSLV Sofía B. de Spangenberg

English <> Spanish Technical, Scientific and Literary Translator.

Languages

Spanish: Native.

English: Bilingual.

Mandarin Chinese: Basic.

Software Experience

Google: Adwords, Analytics, Marketplace, G Suite.

Medical: Impact Harmony, Project View, Spotfire, PMED, RAVE (Medidata), MyTrials.

I love Sheets (Google) and Excel (Microsoft).

CRM: ProsperWorks, Zoho.

Adobe: Illustrator, Photoshop.

E-Commerce: Mercado Libre: MercadoShops and ML's official stores; PrestaShop; WooCommerce.

E-Mail Marketing: Mailchimp, Constant Contact, Doppler, SendGrid.

Courses

Mandarin Chinese (Levels 1 to 4)

2007 - 2008

Centro Universitario de Idiomas