

JOSUE MENDOZA

SKILLS

Strong analytical, financial, and marketing skills in assessing current and future market trends.
Interpersonal, coordination, and organization skills.
Ability to monitor business accounts and conduct market survey and analysis.

EXPERIENCE

Project Coordinator | Facebook | Jan 2020 – March 2020 (Contract)

- Assist the Tech Solutions team for top revenue producing clients
- Apply project management discipline to develop plans, define scope, document requirements, and manage budget/schedule/resources for a complex group of projects
- Communicate to stakeholders & engineers regarding program status, trainings & development, business and technical issues, risks and their resolution across Engineering, including senior management
- Utilized Facebook Ads / Pages Manager in order to reach clients and Keep track of our performance by getting insights for our stakeholders / clients (SalesForce Marketing Cloud / Google Adwords / Analytics)
- Utilize Excel spreadsheets, Drop Box, & Facebook Tableau to assist the Tech Solutions team
- Designed databases, stored procedures, reports, and data input interfaces using SQL
- Create NDA agreements, quotes, and other documents to communicate with clients

PROFESSIONAL SUMMARY

Professional background in analysis, strategic forecasting and process implementation.



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Skills

- **MS Office / Access, Google Adwords, Google Analytics**
- **ADP Payroll (AP/AR), SmartSheets, Taleo (Oracle), Splunk, Salesforce**

regarding their products and Facebook's visions, On-boarding

- Managing product budgets from \$100,000 - \$1,000,000
- Vendor/Purchase Order/Invoice management, assisting to provide budget forecasting, track monthly spending against budget/forecast and assisting to provide accurate monthly/quarterly finance reporting

**Business Systems Analyst | Single Point of Contact
May 2019 - Dec 2019**

- Supported the VP of Sales and Marketing as well as being a Systems Analyst, simultaneously
- Performed analysis and presented results using SQL, MS Access, Excel, and Pivot Table
- Perform detailed planning on a regular basis; monitor training event projects and oversee training programs for technicians and engineers to get certified and prepared
- Responsible for analyzing desktop hardware and software processes and supporting critical business strategies by managing the development, installation, vendor selection, and delivery of endpoint solutions
- Utilize Taleo (Oracle) to recruit and schedule independent technicians working remotely in California and the East Coast
- Daily/Weekly Review of Client's Bank account activity; Data Entry (E-commerce – Wealth Planning, CRM)
- Analyze and interpret trends in financial data to assist senior management with business decisions
- Create reports and presentations on our 24-7 monitoring activities utilizing Excel spreadsheets
- The SaaS that are mainly utilized to manage data and schedule jobs and assign technicians are Autotask, Splunk, and T Sheets (QuickBooks) and Salesforce

**Executive Assistant to VP of Sales and Marketing | Single
Point of Contact | Jan 2019 - Dec 2019**

- SQL, HTML, Outlook, Quickbooks
- SaaS, CMS, Pivot Tables, POS, HRIS, Google Docs
- Facebook Ads / Pages Manager, Facebook Tableau and tools
- Google Calendar, Oracle Netsuite, Tableau
- Webex, BlueJeans, Zoom
- Marketing: Social Media; Digital; Sports; Product; SEO/SEM
- Bilingual: English & Spanish

- Work with our team of security and application engineers to discuss product with prospective clients
- Handle Facebook account utilizing Facebook Ads / Pages Manager: managing digital marketing campaigns (Salesforce Marketing Cloud, Marketo)
- Responsible for documenting existing sales and marketing related business processes and enhancing productivity by enabling the team to work smarter by optimizing processes & implementing new technologies
- Handle accounts payable, accounts receivable, maintain general ledgers, handle bookkeeping, and prepare accurate financial reports
- Understand and engage in the data structures and processes across Inventory Management, Order Management, Distribution, and Sales
- Manage allocation processes that interface with and across Sales, Marketing, and Operations accounts (Domestic and International)
- Utilize Splunk, Pivot Table, Salesforce, and Autotask to input and evaluate contracts, income, spending, and overall reports of services needed and completed for our clients

Stanford University | Aug 2018 - Jan 2019

Human Resources Events Coordinator

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Human Resources / Land, Buildings & Real Estate
Administrative Assistant

Macy's | Dec 2013 - April 2017

Sales Associate / Representative

Education

Bachelor's Degree | 2018 | San Jose State University

Associates Degree | 2016 | De Anza College