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**Location:**Burke, VA

**Posted:**December 01, 2022

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**Resume:**

Ivan Alva

Burke – Fairfax, Virginia, USA. (703) 347-5494, ivanalva10@gmail.com

Professional with a broad set of skills and experience in planning, executing, and controlling projects, budgets, and grants; accountable and loyal; delivering results; always being proactive with customer service; and being able to lead and integrate different multidisciplinary teams.

Relevant Work Experience:

Data Analyst & Project Developer - (Virginia - USA) 01/2017 – 11/2022: Data analyst capable of create and administrate projects, defining the best operational strategies, including administrative, logistics, process, sales, and manufacturing, based on research and mixing data streams, as well as helping transform data into valuable information. Also, administrative and office director for Dreams Auto Warrenton.

QAB, S.A. (IT Business in San José - Costa Rica) 07/2002 – 12/2016: In charge of taking the company to negotiate and achieve contracts with Costa Rica’s federal government agencies and private corporations for more than $2M in bids and contracts; custom designing, engineering, and implementing wireless and wired networks, specializing in telecommunications, access control, and IP video surveillance; establishing maintenance contracts for general infrastructure and networking; having the responsibility of a whole portfolio of projects management with all logistics involved; establishing commercial relationships with suppliers in Asia and Europe; programming manufacturing orders; verifying quality and technology to integrate products of different brands and technologies; establishing and executing the logistics to import and distribute products.

Packard Bell NEC Computers - Central America 07/1995 – 06/2002: Regional Director for Packard Bell-NEC in Central America with offices in Panama and Costa Rica, running finances, administration, and operations, accomplishing a portfolio of retailers and distributors in Honduras, Guatemala, El Salvador, Costa Rica, and Panama, achieving sales increments over $10.5 million, consolidating USA and Asia logistics, designing the BOM of products and contracts with suppliers from each country, and supervising sales marketing campaigns for the region, attaining rank one position for computer consumer brand in Central America.

Tech Media Systems, Inc. (Computer Parts Miami USA) 12/1993 – 06/1995: IT Hardware and Software Business Developer, self-motivated, that starts with few local customers in Florida and increases 80% of the portfolio by obtaining customers from Mexico, Argentina, Chile, Costa Rica, Panama, and the Caribbean Islands, where basic duties were to customize solutions for diverse markets, negotiating interacting demands for specific products with strategic allied manufacturers from different countries.

Skills:

Leadership, motivation, delegation, commercial awareness, business administration, organization, strategic planning, Supply Chain Experience, auto-delivery, scheduling, time-management, communication, critical-thinking, quick-learning, budget analysis, persuasion, team-management, logistics management, technical savvy, detail oriented, proactive, grants, administrative support, problem-solving, decision-making, technical writing, accuracy, clerical stuff, data entry, documentation, compliance, database management, economics, office administration, customer service, invoicing, vendor management, financial reporting, forecasting.

Education:

-Universidad Nacional de Costa Rica: Cisco Associate in CCNA: 1,2 & 3 Modules.

-PROXIM Miami, FL - USA: WIFI Engineer, Broadband Engineer (associate). Major: Project developer.

-Packard Bell NEC Sacramento, CA – Int’l Markets development(associate).

-Universidad de Lima – Peru: Bachelor of science: Industrial Engineer (IE) Major: project management and Business Administration

Languages Fluency: English and Spanish. Basic+: Italian, Portuguese.