



# Adolfo Garcia

BA (HONS) BUSINESS MANAGEMENT

## Profile

Motivated and detail-oriented graduate with a deep passion for the Business Industry. Proficient in statistical analysis, budgeting, forecasting, and data collection, I am driven to excel in supporting operations through robust modelling, enabling strategic decision-making and driving company revenue. Fluent in both English and Spanish, I prioritize building strong relationships with clients and team members, fostering a collaborative environment. With a proven ability to manage multiple large-scale projects in fast-paced settings, I am quick to adapt to emerging technologies. Actively seeking finance-related opportunities to fuel both professional and personal growth

## Employment History

### Investment Banking Virtual Internship, J.P. Morgan , London

JULY 2023 – AUGUST 2023

- Collaborated remotely with a team of professionals in J.P. Morgan's investment banking division.
- Assisted in conducting financial analysis, market research, and due diligence for potential investment opportunities.
- Contributed to the preparation of client presentations and pitch materials.
- Participated in virtual meetings and networking events with senior professionals in the organization.
- Gained valuable insights into the operations and strategies of a leading global financial institution

### Recruitment Manager , ACP Recruitment , London

JULY 2022 – APRIL 2023

- Assisted the recruitment team in sourcing and screening candidates, gaining exposure to the end-to-end recruitment process.
- Conducted candidate assessments, including resume screening, phone screenings, and initial interviews.
- Utilized applicant tracking systems and databases to manage candidate profiles efficiently.
- Collaborated with hiring managers, participating in job briefings and contributing to job descriptions and advertisements.
- Developed strong communication skills by coordinating interview schedules, conducting follow-ups, and providing updates to candidates and internal stakeholders.
- Liaised with external vendors, conducted reference checks, and facilitated contract negotiations.

### Bartender, The NED, Soho House Group, London

DECEMBER 2022 – MAY 2023

- Provided exceptional customer service, delivering personalized experiences to a diverse clientele.
- Developed strong communication and interpersonal skills, engaging effectively with customers, colleagues, and management.
- Managed time effectively in a fast-paced environment, prioritizing tasks and meeting tight deadlines.
- Collaborated with a diverse team of bartenders and support staff, ensuring smooth operations and a positive work environment.

## Details

London  
United Kingdom  
07729398159  
[contact@adolfogarcia.net](mailto:contact@adolfogarcia.net)

## Links

[adolfogarcia.net](http://adolfogarcia.net)

## Skills

Risk Management  
SQL, Python, C++, HTML5, CSS  
Project Management  
Proficiency in Excel for data analysis, financial modeling, and reporting.  
Sales and Business Development  
Negotiation persuasion abilities  
Adaptability and Flexibility  
Fluent in Spanish (Native Proficiency)

## Hobbies

Swimming, Golf, Football

## Languages

Spanish; Castilian

- Demonstrated problem-solving abilities by resolving customer concerns with professionalism and composure.

## **Web Developer , Logos , Segovia, Spain**

JULY 2018 – DECEMBER 2018

- Independently designed and developed a personal portfolio website to showcase web development skills and projects.
- Developed and maintained responsive websites using HTML, CSS, and JavaScript, ensuring optimal user experience across various devices and browsers.
- Implemented SEO best practices to improve the website's search engine ranking and organic traffic.

## **Education**

### **Bachelor of Engineering Information Technology, UNEG, Puerto Ordaz**

SEPTEMBER 2014 – MAY 2017

- Developed a strong foundation in Information Technology, including database management, programming, and systems analysis.
- Acquired problem-solving and analytical skills through coursework and projects, effectively applying technology solutions to business challenges.

### **BA (Hons) Business Management, University of Greenwich, London**

SEPTEMBER 2020 – APRIL 2023

Graduated with a 2:1 degree classification (Upper Second Class Honors)

- Acquired a comprehensive understanding of business management principles, including financial analysis, strategic planning, and organizational behavior.
- Completed coursework in investment analysis and risk management, gaining insights into the financial markets and investment strategies.
- Acquired knowledge of anti-money laundering regulations, policies, and compliance procedures.
- Developed an understanding of Know Your Customer (KYC) processes and risk assessment in financial institutions.
- Enhanced proficiency in using Excel for data analysis, financial modeling, and reporting.
- Acquired advanced skills in data manipulation, formulas, and functions to support business decision-making.
- Gained insights into the fundamentals of investment banking, including financial modeling, valuation techniques, and capital markets.
- Developed an understanding of investment strategies and financial analysis used in investment banking transactions.

## **Courses**

### **Anti-Money Laundering(AML), AML policies, AML KYC & AML Compliance, GenMan Solutions**

APRIL 2023

### **Excel For Business Analyst , LinkedIn Learning**

APRIL 2023 – APRIL 2023

### **Investment Banking, 365 Careers**

APRIL 2023 – MAY 2023