



# 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

### Markets Sales and Trading Virtual Internship, Citibank, London

AUGUST 2023 – AUGUST 2023

- Develop informed market views, and craft trade ideas for profit and risk mitigation.
- Proficiently gathered and analyzed overnight information, prepared for morning meetings, and provided critical insights, enhancing my writing, communication, and market research skills.
- Synthesized multiple sources to summarize the week's events, fostering my research and critical thinking abilities, and allowing me to craft insightful market views.
- Pitching Trade Ideas , Successfully demonstrated my grasp of rates products by articulating trade ideas, showcasing my critical thinking prowess and industry understanding.
- Displayed an adept understanding of market risks linked with trades, highlighting my critical thinking capabilities.

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

JULY 2023 – AUGUST 2023

- Participated in a comprehensive virtual internship program at JP Morgan's Investment Banking division, gaining practical insights into the dynamic and fast-paced world of investment banking.
- Assisted in conducting financial analysis, market research, and due diligence for potential investment opportunities.
- Acquired valuable knowledge of financial modelling, valuation techniques, and capital markets, further strengthening my passion for pursuing a career in investment banking.
- Leveraged technology tools and software, to enhance efficiency and deliver high-quality work.
- Gained valuable insights into the operations and strategies of a leading global financial institution

### Recruitment Manager , ACP Recruitment , London

JULY 2022 – APRIL 2023

- Conducted candidate assessments, including resume screening, phone screenings, and initial interviews.
- Utilised 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.

## Details

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

## Links

[adolfo Garcia.net](http://adolfo Garcia.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

- Developed strong communication skills by coordinating interview schedules, conducting follow-ups, and providing updates to candidates and internal stakeholders.
- Analysed and reported on key recruitment metrics, providing insight into the effectiveness of recruitment efforts
- Developed and implemented recruitment policies, processes, and procedures that improved the efficiency and effectiveness of recruitment efforts

## **Web Developer , Freelancer , London**

AUGUST 2019 – JUNE 2022

- Successfully delivered custom website solutions for various clients, ranging from small businesses to individual entrepreneurs. This involved front-end and back-end development, ensuring responsive design, functionality, and user experience.

- Utilized a wide range of web development technologies, including HTML5, CSS3, JavaScript (ES6) and SQL for storing and processing information in a relational database.

- Seamlessly integrated e-commerce functionalities, including payment gateways and product catalogs, enabling clients to showcase and sell their products online.

- 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.

## **Certifications**

### **Introduction to Cryptocurrency , Corporate Finance Institute**

AUGUST 2023

## **Blockchain Basics, LinkedIn Learning**

AUGUST 2023

## **Foundations of Decentralized Finance, LinkedIn Learning**

AUGUST 2023

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

APRIL 2023 – APRIL 2023

## **Investment Banking, 365 Careers**

APRIL 2023 – MAY 2023

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

APRIL 2023