

# 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

&

Human Resources / Land, Buildings & Real Estate  
Administrative Assistant

**Macy's | Dec 2013 - April 2017**

Sales Representative / Floor Manager

## Education

**Bachelor's Degree | 2018 | San Jose State University**

**Associates Degree | 2016 | De Anza College**