

Contact

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Top Skills

Salesforce.com
Gestión de relaciones con clientes (CRM)
Business Analyst

Certifications

Custom Fields: Quick Look
Trailblazer Ranks Adventurer
Introducción al Desarrollo Web Responsive con HTML y CSS
Service Cloud: Quick Look
Einstein Analytics: Quick Look

Marco Antonio Díaz de León J.

Salesforce Admin | Trailhead Expeditioner | Business Administration Specialist
Mexico City

Summary

I have 10 years of experience in the Administration department between the Mexican Government and Startups in Argentina and Mexico. I have found in Salesforce Trailhead a place where I can develop new skills, meet people with the same goals, and seek a new professional challenge. I have reached the Range of Mountaineer, currently preparing to seek the Salesforce Administrator certification.

TRAILBLAZER: <https://trailblazer.me/id/madlj>

Language: Spanish - English // Strengths: adaptable and a quick learner of new technologies.

Admin Skills: Salesforce, Leadership management team, Marketing Specialist, CRM, Business Analyst, and Project Management.

Creative Skills: Video Post-production, Photography, and Motion Graphics. After Effects, Cinema 4D, and Color Grading in Davinci Resolve.

Behance: <https://www.behance.net/marcojimenez3>

Tech-Skills: Basic HTML, CSS.

Experience

Trailhead

Salesforce Admin Student
August 2020 - Present (7 months)

- Business Administration Specialist Super Badge
- Lightning Experience and Lightning App Builder
- Managing Salesforce roles, profiles, sharing rules, workflows, and groups

- Documenting processes, including error reports and changes to field history tables
- Importing Sales department leads, contacts, and other data.
- Maintaining the Sales Cloud, as well as building custom reports and dashboards.
- Knowledge of Data Security, Data Modeling, and user Management

Diaz Effect Media

Executive Director

February 2019 - Present (2 years 1 month)

Worldwide

- Motion Graphics
- Post - Production
- Photography
- Social Media Content

Brooklyn Fitboxing International

Franchisee

September 2018 - Present (2 years 6 months)

Buenos Aires, Argentina

- Founder of the Brooklyn Fit boxing Las Cañitas
- Search and conditioning of the location
- Management and leadership of a team of 8 people
- Monitoring of finances and reporting of monthly activities
- Payroll and supplier payment administrator
- Organizer of the National championship
- Content creator for digital marketing

Achievements:

- 2019 Organized the National Championship (WBC) in 30 days, with more than 200 attendees
- Creation of promotional videos for the brand together with my team
- We reached the break-even point in sales in 3 months
- Creation of the brand independent of the other franchises
- Expansion of the sales line in Argentina, respecting the parameters of the Spanish franchise.

INDEPAC EDITORIAL

Executive Director

August 2008 - July 2019 (11 years)

México, México

- Coordination of new product distribution channels.
- Check and supervise the covers and books from the editorial
- Brand positioning in events to create engagement and positioned the books on the market
- Work closely with the printing evaluating the quality of the paper
- Quality control of the inventory
- Marketing development and creation

COURT OF ADMINISTRATIVE JUSTICE OF THE CITY OF MEXICO

Analyst in Specialized Services

November 2015 - July 2018 (2 years 9 months)

Área metropolitana de Ciudad de México

- Assigned to the Presidency of the Court to the General Secretariat for Settlements.
- Management of the full jurisdiction of the Magistrates of the Superior Chamber
- Direct communication with all areas of the court focused on coordinating any administrative issue movement within the Court.
- Work on the additions or any necessary adjudication to the Plenary.
- Collaborate, review and request any Courtroom changes in plenary projects.
- Process Amparo Lawsuits, Contentious, Administrative Review Resources.

Achievements:

- Ratification of uninterrupted work place.
- Direct relationship with the Magistrates of the Superior Chamber of the Administrative Justice Court

Secretaría de Agricultura, Ganadería, Desarrollo Rural, Pesca y Alimentación (SAGARPA)

Lawyer

April 2013 - September 2016 (3 years 6 months)

Área metropolitana de Ciudad de México

- Responsible for Database control of Legal cases.
- Communication with the decentralized areas attached to the SAGARPA secretariat, to prepare a complete response in time and form to the notified demands.

- Go to proceedings, hearings and courts to review matters and, in the case of a request from any party, deliver or update details requested by an authority before the Office of Parties.
- Make or direct, according to the expertise of each lawyer, queries made by the different internal or decentralized areas.
- Within the Office of the Advocate General, carry out direct communication between lawyers to know the situation of the cases and keep a check with my superior.

Kindergarten Liu Shi Kun Beijing
Head of English Department
January 2010 - September 2011 (1 year 9 months)

Education

Centro Juridico Universitario
Master's degree, Human Development · (2014 - 2016)

Centro Juridico Universitario
Bachelor of Laws - LLB · (2011 - 2014)