

****ALEXANDER OVALLE****

New York, June 2017

To whom it may concern

The resume enclosed reveals twelve years of responsible operative, administrative, financial and managerial experience. **I am Fluent in English and Spanish.** It seems to me that this experience, together with my education has given me ideal preparation to assume a role in your company. All of my professional experience has been in banks, Commercial Companies, Colleges, **Non profit Organizations (Facilitating Therapeutic and educational groups of HIV/AIDS, Conducting Pre and Post HIV /HCV testing , Providing outreach, counseling and writing treatments plans)** and Insurance Entities.

I am convinced that, if given this opportunity, I can make enormous contributions to your company's growth and profits, and am most eager to prove it to you.

May I have the privilege of an Interview? Please let me know when it is convenient for you to see me, by calling me at **(347) 752 - 0852** or writing to me at the address given.

Sincerely Yours,

Alexander Ovalle **MBS CASAC-T**
P.O Box 334 Roslyn Hts,
Roslyn Hts, NY 11577

or

Cellular 347-752-0852

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OBJECTIVE

To obtain a position utilizing my skills and experience on Financial Institutions, Non Profit Organization and Education Entities.

SUMMARY

Professional Bilingual, Spanish/English, Administrative and financial with twelve years experience in managing staff and operations including external, internal control, policies and procedures. Establishing guidelines and reaching decisions quickly in a transaction-oriented atmosphere, checking risk, management. Experience Founder Executive Director working with clients, families Health Care on Latino Community

ACCOMPLISHMENTS AND RESPONSIBILITIES

- *Represent the corporation before the community and civic organizations
 - *Direct the activities of other technical staff
 - *Design and implementing internal and external activities.
 - *Negotiate or approve contracts
 - *Management company networking
 - *Coordinate training in the Latino Community
 - *Prepare budgets for approval.
 - *Appoint staff and assign or delegate responsibilities to them
 - *Facilitating Therapeutic and educational groups of HIV/AIDS,
 - *Conducting Pre and Post HIV /HCV testing ,
 - *Providing outreach, Prevention Programs of Health,
 - *counseling and writing treatments plans.

 - *Assist the Director of *Environmental Health & Safety* with Safety Health and environmental program implementation
 - *The coordination of medical / biological, and Hazardous Chemical waste pickups.
 - *Assist with the development and maintenance of databases that track workers compensation cases, injuries and illnesses on the NCC Campus
 - *Assist EHS staff with the administration of the office, employee exposure monitoring

 - *Assistant to the Senior Executive Mortgage Banker, with the development and maintenance of customers databases in the Program's Emcompas "1003, 1008, Good Faith Estimate GFE, Federal Truth-Lending disclosure statement TIL"
 - *Checking the MLS listing of houses for sales and coordinating appointments for open houses
 - *Obtain all verifications by line of credit.. (I.E. Employer (VOE), Landlord (VOR), Banks (VOD), request any Titles, Order Appraisal (coordinate appointment with the customer and appraisal company), check "Appraisal Value".
 - *To provide information and services to customers about Mortgage Loans (Conventional or FHA).
 - *Calculate monthly loan payments (Loan Handler Program). Analysis on paying capacitation for customers who are able to obtain the credit.

 - *Verification and analysis on the contents in local insurance policies on the banking facing international consulates (Emited in London).
 - *Elaboration of reports recommending the leader insurer the payment or not of the reclamation.
 - *Inspection visit to the contact place, either it can be a national or an international place.
 - *Supply of information to the leader insurer (London) about sinister details or reclamations presented by local customers.
 - *Inform the local intermediater about the unsubstantial findings when the inspection visits were going on

 - *Teaching, investigation, curriculum design, implementation for the pedagogic model, application for current activities and active participation process for the student.
 - *Designing, developing and implementing business applications.

 - *A weekly preparation of financial report to present at the administration council.
 - *Coordination of labors for the 4 regional managers.
 - *Attention and solution to problems presented by the 105 office managers.
 - *Meetings agenda for local and national office managers.
 - *Work with the market department to take some sectors.
 - *Coordinate all furnishing, refurnishing and remodeling for offices.
 - *Interest rates authorization to get some resources (2 points) above the rules.
 - *Attention to the internal and external customers in the organization.
 - *Suggest some possible offices opening.

 - *Management, elaboration and custody of signs, issued amounts and not issued by the organization.
 - *Supply of cash to the offices.
 - *Responsible for managing and executing the performance management cycles.
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EMPLOYMENT HISTORY

In USA

- *Healthy Latino Community** www.helaco.org
Founder, Executive Director **2006 - Until Now**
- * CONCORD MORTGAGE CORP.**
Assistant to the Senior Executive Mortgage Banker **2006 to 2006**
- * NASSAU COMMUNITY COLLEGE**
Dept Enviromental Health and Safety
Professional Position - Assistant to the Director of Environmental Health & Safety **1999 to 2006**
- * COLAMERICA (HOGAR MORTGAGE)**
Approvals Officer **2003 to 2003**

In Bogota - Colombia, South America.

- * INTERNATIONAL CORPORATION FOR EDUCATION DEVELOPMENT – CIDE**
(Community College)
Methods' Engineer Teacher **1998 to 1999**
Personal Administration Teacher
Industrial III Teacher
- * SAVING AND LIVING CORPORATION, LAS VILLAS (Corporation Bank)**
Credit Examiner (Underwriting) **1999 to 1999**
- * CRAWFORD THG – International Adjusters for Insurances.**
Adjuster for Bank – Financial –Insurance **1998 to 1999**
- * CAJA POPULAR COOPERATIVA (Cooperative Bank)**
Treasure Analytic **1998 to 1998**
Coordinator **1996 to 1997**
Commercial Vice President Assistant **1995 to 1996**

EDUCATION

USA

- * GLOBE Language Services, INC (USA)**
Evaluation Course-By-Course evaluation
Educational Equivalent in the United States.
- * AACRAO**
Master's, without deficiencies (10a) GPA 3.63

Total Credits 279

Bachelor's Degree in Business Administration,
Bachelor's Degree in Accounting &
One Semestrer of Undergraduate study in Higher
Education.

- * Morningside Evaluations and Consulting (USA)**
Evaluations Of academics
(Queens College of the City University of New York).
Degree: **BACHELOR OF BUSINESS ADMINISTRATION.**
Concentration: **ACCOUNTING.**

Bogotá, Colombia

Politecnico Grancolombiano University Bogota-Colombia <http://www.poligran.edu.co/>
B.S. Bachelor of Business administration
Completed Eleven Semesters of course work in public accounting.

U.P.T.C Pedagogic and Technologic University of Colombia <http://www.uptc.edu.co/>
M.B.A. Teaching for Superior Education