

Maria Fernanda Fiscal Centeno

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Education:

Masters in Science of Information Technologies **12/19**
University of Texas at El Paso

Bachelors of Business Administration **05/15**
University of Texas at El Paso
Concentration: Finance

Relevant Experience:

Program Manager and Coordinator **12/18 – Present**
Mike Loya Center for Innovation and Commerce

- Develop and implement administrative procedures for information processing, record maintenance and funding compliance.
- Compile, verifies and prepare materials and information to comply with required reports, surveys and analysis.
- Establish recordkeeping procedures and monitors records for appropriate information retention.
- Generate and deliver detailed annual report of activities, accomplishments, expenditures and budget projections.
- Responsible for the Center endowment fund management.
- Lead and assist with grant writing functions to include researching of funding opportunities, generating required documentation, establishing budgetary need and submitting proposals.
- Responsible for insuring that all assigned activities and resources are properly coordinated, analyze areas, satisfy planning needs, and document program effectiveness and compliance with appropriate guidelines
- Responsible for planning, organizing and operating medium to large-scale on and off-campus events.
- Formulates organizational and operational plans, grants, contracts, or procedures for achieving program goals
- Official representative and advocate for MLCIC to obtain support for programs and objectives both within the university and in the community.
- Support staff needs and recruits; selects and trains personnel.

Master Assistant

Office of Strategic Partnerships – CoEN **09/18 – 12/18**

- Collaborated and supported office Director in coordination of events.
- Developed after action reports for events and evaluate key performance areas.
- Assisted with renovation and optimization of the College's research centers websites.

Administrative Coordinator

Office of University Relations - UTEP **05/18 – 09/18**

- Coordinated and supported Assistant Vice President for Institutional Advancement in event management procedures for campus initiatives.
- Anticipated event's setbacks and last minute changes and informed VP about corrective course of actions.

- Analyzed and managed data to interpret, evaluate, and create after-action reports for each event.
- Managed Institutional events, development, activities and operations in situ for Assistant VP.

Community Affairs Coordinator

Consulate General of Mexico in El Paso

01/16 – 05/18

- Managed accounts and budgets of 1 million dollars for the department, monitored compliance with regulations, analyzed and examined account balances.
- Created detailed annual and monthly reports of activities, accomplishments and recommendations.
- Responsible for grant writing procedures and identification of grant opportunities to secure federal funding from External Affairs Secretariat to support diverse community projects; this included grant management, grant administration and reporting to federal agencies.
- Developed and maintained record keeping handbooks for financial reporting purposes and for departmental control.
- Managed and supervised a team of 4 staff members to ensure compliance and performance.
- Reported and analyzed resource allocation, program's effectiveness and evaluation, and operational plans and procedures to achieve quarterly goals.
- Served as official representative liaison for the Consulate in committees and boards with the intention to gain knowledge in local pertinent initiatives, and to promote cooperation and collaborations with key industry players.
- Planned, organized and managed medium to large-scale events for the Consulate.

Undergraduate Budget and Event Assistant

Office of University Relations - UTEP

07/13 – 07/14

- Assisted with the planning and organization of the Centennial Graduation Ceremony at UTEP where more than 2,500 students graduated and a record of 4,000 attendees.
- Collaborated and supported Institutional events and external conferences in campus by assisting attendees in registration, check in and helping organizers with event logistics.
- Prepared monthly account reconciliations, handled transactions in BIS, PeopleSoft and Quickbooks.

Founder

Main Square Promotions

08/13 – Present

- Implementation of the Business Model Canvas to define and validate value proposition, customer segments, and revenue models.
- Develop business mission, vision and operational policies and procedures.
- Planning and execution of investment proposals, marketing campaigns, and logistics for concerts and events for more than 2,000 attendees.
- Provide consulting services for the TEDx Jardines de Satellite initiative in Ciudad Juarez to promote and maintain community participation in the program.

- Implement bi-national initiative called Networking Nights in the City of El Paso. This included the creation of a marketing strategy and promotion executive plan.

Entrepreneurship:

Smart Cities Program, July '18

- Integrating people and technology to create efficient, sustainable and resilient applications to help communities affected by flooding in areas of El Paso and Guadalajara, Mexico.

Paso del Norte Venture Competition, March '14

- Created pro-forma financial statements for startup A-Z Ponics. Calculated and presented investment offers, ROI, ROE, cash flows, and secondary market research.

Grand Challenge Workshop, participant '13

- Worked in a cross-disciplinary environment to develop an innovative and socially responsible solution proposal to address financial literacy issues in the El Paso del Norte Region.

3DS Start Up, participant '13

- App development to aggregate alternatives in the entertainment industry in El Paso, Texas.

Vision Mexico - Founder, 2012

- UTEP student organization which mission is to employ and empower international students in Mexico and in the US.

Grants:

- “**Ventanilla de Asesoría Financiera**” \$57,000 USD, 2017, Co-PI, in partnership with Project Vida Economic Development.
- “**Ventanilla de Orientación Educativa**” \$25,000 USD, 2017, Co-PI, in partnership with EPCC.
- “**Ventanilla de Salud**” \$55,000 USD, 2016, Co-PI in partnership with Project Vida Health Center.

Summary of Qualifications:

- Strong understanding of technology
- Bilingual and bicultural
- Great communication skills
- Leadership skills
- Strong working knowledge of social media strategy and deployment
- Trained I-Corps teaching assistant by NSF Southwest Node
- Energetic, teamwork oriented, and responsible.
- Strong working relationships campus wide at the operational level