

## ERIK DORBECKER GARCIA

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### SUMMARY

I am a business administration professional with eight years of insurance experience, working as a Sr. Executive and Sales Manager opening new branch offices. I have worked in banking and customer service areas including sales reports development and financial analysis. In my previous role, I worked for a school district as an interpreter and translator; and previously as a substitute teacher, tutor, and bilingual department part time employee. I am an efficient bilingual employee with a strong background working under pressure. I'm currently working with the College of Education and Human Development with Texas A&M University as a Research Specialist Site Manager for the Heart of Texas GEAR UP grant program.

### PROFESSIONAL EXPERIENCE.

#### Texas A&M University - College of Education and Human Development. Educational Psychology.

##### Heart of Texas GEAR UP program Research Specialist Site Manager North - March 2021 to date

- Providing face-to-face college and career readiness activities for students on the Bryan ISD and Hearne ISD campuses to significantly increase the number of students who graduate from high school.
- Mentoring and tutoring sessions in collaboration with a group of our college students on a daily basis.
- Partnerships development to disseminate the purpose and scope of our program.
- Data collection and effective use of resources oriented to the compliance and achievement of our program objectives.

#### Bryan Independent School District.

##### Interpreter / Professional bilingual substitute / Bilingual Department employee. February 2016 - March 2021

- Interpreting scheduled ARD Meetings for Spanish speaker parents, translating SPED documents, completing testing forms input with parents and staff members.
- This role requires substituting for teacher's classes including elementary, intermediate, middle and high school. The main duties are teaching, co-teaching, In Class Support and aid according to the daily lesson plans provided.
- Office support assisting the Bilingual Department Director preparing and delivering materials for training, staff development meetings, and registering credits through the Eduphoria workshop system.
- Administering and registering Language Survey tests to students districtwide to determine the appropriate program and educational services for them.
- Migrant Program home based tutor for students under Pre-K age range.
- 2017 Summer School Pre-K ESL Co-Teacher.

#### RSA Group Mexico.

##### Key Account Manager. January 2014 - January 2015

I was in charge of recruitment, insurance agents coaching, Marketing, new business development, cross-selling and sales budget.

#### AIG Insurance Mexico. October 2012 - December 2013

##### Sr. Commercial Executive.

Branch office recruitment and new agent development, new business and key accounts maintenance, brand new company products.

#### General de Seguros S.A.B. October 2011 - October 2012

##### Account Executive Sr.

Sales, new business development, rookie insurance agents coaching, budget goals through the efficient management of human and material resources. Collections, Payable accounts and receivable accounts as well as Government Procurement sales processes.

#### Electrica Pozos. May 2011 - August 2015

##### Finance and HR Analyst.

Accounts receivable, accounts payable, purchasing, cash management and payroll. I also was in charge of Warehouse management using SAE and Adminpaq softwares.

#### Citigroup Banamex.

##### Marketing and Data Analyst. August 2010 - January 2011

This position requires the handling of banking databases, daily and historical analysis and configuration in order to report to the Office Manager as needed. Cross - Selling for branches bankers and tellers coaching.

#### Seguros El Potosi.

##### Commercial Executive Jr. January 2007 - August 2010

Insurance policies issuance for sales agents and direct customers located in different cities of Mexico.

-Special business.

-Customer service.

-Development and analysis of financial statements, sales projections, data configuration, and executive presentations.

#### BBVA Bancomer.

##### Teller. January 2006 - January 2007

Daily bank transactions. Banker back up.

### **EDUCATION**

Bachelor Degree in Administration. Universidad Autónoma de San Luis Potosí.

### **OTHER**

**-Broad knowledge of IT Systems.**

**-Proficient in Google apps, Lotus notes, Outlook and MS Office Suite, SAE, ADMINPAQ, CorelDRAW and Oracle based software ERP's.**

**-Native Spanish speaker and fluent English (85% verbal, 80% written).**