

MARTA I. ORTIZ GARCIA

HC-71 BOX 4055, NARANJITO, PR 00719, TEL: (787) 310-4187, FAX: 870-5928

EDUCATION

- ◆ INTERAMERICAN UNIVERSITY, BARRANQUITAS, PR
 - BACHERLOR OF ARTS – MAJOR B.A. BUSINESS ADMINISTRATION
 - ASSOCIATED DEGREE IN APPLIED SCIENCE MAJOR IN ACCOUNTING
 - GRADUATED MAGNA CUM LAUDE

TECHNICAL TRAININGS

- ◆ MANAGEMENT & ADMINISTRATION SEMINAR
- ◆ COMMOLOCO MANAGEMENT OFFICES
- ◆ QUICKBOOKS, WORDPERFECT, EXCELL, ETC.
- ◆ SAGE MASTER BUILDERS

BUSINESS EXPERIENCE

1998 – PRESENT

ORTIZ GROUP ENG. & CONST. SERV. CORP, TOA ALTA, PR

- OFFICE & ACCOUNTING MANAGER
- IN CHARGE OF ALL THE ACCOUNTING AND ADMINISTRATIVE WORK OF THE OFFICE

EMPLOYMENT EXPERIENCE

1995 – 1998

COMMOLOCO, INC., NARANJITO, PR

- BRANCH MANAGER
 - SUPERVISED ALL WORK RELATED WITH LOAN ORIGATION, PROCESSING AND CLOSING OF PERSONAL LOANS
 - ADMINISTRATION AND MAINTENANCE OF NARANJITO'S LOAN PORTFOLIO FOR THE AMOUNT OF \$5,000,000.00
 - SUPERVISED THAT THE COMPANY'S GOALS AND PROCEDURES WERE ACCOOMPLISHED THROUGH THE WORK OF ALL PERSONNEL

1984 – 1993

PR FARM CREDIT, ACA, NARANJITO BRANCH OFFICE

- LOAN PROCESSOR / ADMINISTRATIVE ASSISTANT
 - SUPERVISION OF ALL WORK RELATED WITH THE BRANCH DAILY ACCOUNTING AND COMPUTERIZED ACCOUNTING SYSTEM
 - RESPONSIBLE FOR THE RECONCILIATION AND MAINTENANCE OF THE CREDIT QUALITY PROGRAM AND FOR ALL OFFICE REPORTS AND CORRESPONCE
 - PRELIMINARY ORIENTATION TO VISITORS WHO REQUESTED OUR SERVICES