

Profile Lawyer with experience in Compliance, Corporate and Banking Law, Corporate Governance, operational functions, risk management, cyber security, and education.

Professional Experience

HSBC Mexico | April 2022 - June 2024

Role: Corporate Governance Advisor and Business Information Risk Officer for Corporate Governance & Secretariat ("CG&S") area.

Role Description/Achievements:

- Act as SME to the Board of Directors and senior stakeholders on corporate governance and regulatory affairs
- Achieved 100% adoption of a new global program in Latin America by designing guidance and offering trainings. Ensured accurate and timely delivery of changes across the region, gathered suggestions, and explained them to the global team to assure that the region needs are met.
- Created and managed an end-to-end calendar with steps, dependencies, and dates, to support the Regulatory Reporting Process. Provided consultative trainings to change owners to raise awareness.
- Regulatory analysis of CG&S area to assess risk for business decisions, considering the reputation of the institution.
- Designed the Corporate Governance Framework for a project with clients, bankers, and government authorities, to enhance business and to bring together private and public sector. Served as project manager and facilitated communication between the different bank divisions across Mexico.
- In charge of the Business Continuity Plan for CG&S by designing a regulatory risk and control framework. Analyzed the Third-Party Management to mitigate and monitor risk.
- Made a thorough analysis of CG&S processes to develop new techniques to improve processes and workflows. Assessed risks with their controls.
- Supervised the activity of others on the operational and cyber security standards to escalate properly and to assure data quality and avoid breaches.

KÄNGURU | July 2019 - March 2022

Role: In charge of designing trainings and executing educational programs

Role Description/Achievements: designed tailor-made educational programs to facilitate learning on difficult situations like the pandemic.

SMPS LEGAL | August 2016 - June 2019

Role: Paralegal in Corporate Law

Role Description/Achievements:

- Supported a corporate restructuring for a big company by drafting different types of

contracts, designing a customized strategy, managing due diligence, and monitor the regulatory reporting process.

-Successful written communication with local regulators to seek the best outcomes for clients in a short period of time.

-Prepared legal analysis for unique situations.

Televisa | January 2015 - January 2016

Role: Paralegal in Contracts and Administrative Litigation

Role Description/Achievements:

-Conducted a compliance assessment to ensure alignment between internal standards and local regulation.

-Drafting of annulment claims and managed the calendar for all the claims.

Universidad Panamericana | August 2013 - August 2016)

Role: Assistant to the Academic Director

Role Description/Achievements:

-Acted as project manager of a history seminar.

-Collaborated in the admission process (interviews and profile analysis) with attention to detail, to select the best candidates.

-Assisted special guests, such as diplomats, by helping with translation and cultural suggestions.

Club Altai | August 2011 - May 2013)

Role: Instructor

Role Description/Achievements: coordinated a group of girls, designed and executed activities to teach teamwork and creativity.

San Mateo Day Care | May 2013 - January 2015

Role: Teacher

Role Description/Achievements: helped kids from vulnerable communities, to find their potential and to reach a better level in math, English, science, and Spanish.

Education **Universidad Panamericana Mexico City:** Law Degree (2013 - 2019)

Qualifications Organizational skills, strong communication (oral and written) and diplomacy skills; creative thinking; emotionally intelligent thinker with the ability to instil trust.

Languages Spanish: native
English: advanced
French: beginner