

# MARIA PAZ LOMBARDI

## CONTACT INFORMATION

**Adress:** Fray Justo Sarmiento 3736, Olivos, CP 1636

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**Phone:** 11 - 5103 - 1828

**DNI** : 41.213.721

**Date of birth**: 24/04/1998

## PROFESSIONAL PROFILE

I consider myself a person with initiative, autonomous and easy to learn, I am organized and I am always willing to collaborate with the company and the team.
I am motivated and proactive person.

## INFORMATIC KNOWLEDGE

- Micorsoft Office Package domain.
- Excel/Word: advanced level.
- Outlook & Microsoft teams. Google Adds: advanced level.
- Workday

## LANGUAGE

- Spanish: Native
- English: Advanced (orally and written)

## FULL TIME AVAILABILITY

## WORK EXPERIENCE

### SPECIALIST

**Price Water House ( March 2022- Sept 2022)**

- Training for new joiners
- Assistance to U.S lawyers. Collaboration in U.S office projects and working as a team with them.
- Administrative tasks, Data - Entry and information gathering.
- Contact with suppliers and customers. Customer service.
- Billing process. Pull and review reports. Pull reports throught Alteryxs Workflow
- Personnel time transfer and expenses.
- Code and contracts creation.
- Upload client invoices into Third Party Plataforms such as Ariba, Oracle, Taulia, Coupa, among others.

### PRICING ANALYST

**Baker Mckenzie Global Services (2021- 2022)**

- Assistance to U.S lawyers.
- Follow up and analysis of the client porfolio.
- Update the client rates on the sistem or platform.
- Administrative tasks, Data - Entry and information gathering.
- Presentetation of the analysis of the client.

### ADMINISTRATIVE ASSITANT

**Pro - Motors BG (2019 - 2021)**

- Bill Payment
- Contact with suppliers and customers and customer service
- Unit Patent Administration
- Issuance of purchase orders
- Administrative and data entry tasks
- Internal control of billing, administration and daily accounting
- Assistance to the Director of Pro Motors

### DEBT COLLECTOR

**Estudio "Gestion Legal" (2018 - 2019)**

- Collections from bank debt clients
- Administrative procedures

### PURCHASEAND IMPORT JR. ANALYST

**Banco Comafi - The Capita Corporation (2017 - 2018)**

- Payment of invoices, contact with suppliers and clients.
- Administration of patenting of the units.
- Issuance of purchase orders
- Administrative and Data - Entry tasks

## EDUCATION

### PSYCOLOGY DEGREE

Universidad en Ciencias Economica y Sociales (UCES) - (2019 - Present)

### SOCIAL SCIENCES ORIENTATION

Insitudo La Salle Florida (2010 - 2015)