

LOLA VILLEGAS

DETAILS

07/10/2001
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1153449465
lolavillegas.ar@gmail.com
Retiro, CABA, Argentina

EDUCATION

2023 - Current
Humanities & Social Studies
Universidad de Palermo

2005 - 2019
Billingual Bachelor
Las Cumbres School

LANGUAGES

Spanish - Native
English - Advanced
Portuguese - Begginer

STRENGHTS

Leadership and Team-work
Flexibility
Learning and development
Communication
Problem solving

SKILLS

Excel
Power Bi
Oracle
Constab
Trax

HOBBIES

Reading and writing
Boxing
Handcrafts

ABOUT ME

I'm a responsible and dedicated person who is always commited to giving their best performance in all the tasks they pursue.
I enjoy performing new assignments that will challenge me and add up to my knowledge, as well as working towards improving daily processes.
I'm interested in opportunities that will allow me to expand and deepen my working experience, while also contributing to my personal development.

EXPERIENCE

ACCOUNTS RECEIVABLE SENIOR SPECIALIST | January 2023

ACCOUNTS RECEIVABLE SPECIALIST
December 2021 - Current | **Dell Technologies**

- Bank reconciliation for the MCLA region + Mexico & Peru, identification of open records, contact with external banks for missing information
- Proximity with the Collections teams, rellocations of payments by request
- Monthly closure process
- Analysis and reporting of Open Cash, investigation of open records and controlling of aging
- Communication and coordination with different teams within the company; collaboration with the process of task automation, review of processes and search for improvements
- Processing FSR (Financial services requests), application of Zero balance receipts, linking customer accounts and finding missing payments; update of customer accounts
- Backup for DPS task (refund process)

Extracurricular activities:

- Onboarding Pillar: greeting new employees, follow up of their first days in the company, coordination with managers, arranging activities for integration
- Community Service Pillar: planning of food recollections
- Back to site comitee: organization of breakfasts with leaders of the company

ADMINISTRATIVE

July 2021 - December 2021 | **Conmil Srl**

- Collections, contact with customers, follow up of open debt, invoicing control
- Data entry for receipts and invoices, migration to new system and update of suppliers database
- Administrative Tasks

ADMINISTRATIVE RECEPCIONIST

April 2020 - October 2020 | **Alma del Plata Hotel & Apart**
Acts as an isolation unit in the face of the sanitary emergency

- Reception of patients checked in at the hotel, upload of their personal information and contact with them via phone
- Coordination with Hospital Center and several private prepaids, manage of the patients transfers
- Solving of administrative tasks within the hotel

CERTIFICATES

DATA ANALYTICS
2022 | Coderhouse

DATA PROCESSING IN EXCEL
2022 | Coderhouse

FIRST CERTIFICATE IN ENGLISH
Level C1
2017 | Cambridge

IGCSE CERTIFICATE
Passed with merit
2018 | Cambridge