

CYNTHIA WODKA

Bachelor in Administration

ABOUT ME

I consider myself to be a responsible and committed person. My main passion is learning and expanding my knowledge, because I like bettering myself day to day. I am looking forward to expanding my experience on a company that would let me grow in areas related to my studies.

CONTACT

Núñez, Buenos Aires

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SKILLS

- Microsoft Office advanced
- Adobe Illustrator advanced
- Adobe Photoshop advanced
- Alteryx advanced
- Tableau intermediate
- SAP intermediate
- Power BI intermediate
- Ui Path basic
- SQL basic
- Python basic
- Quick learning

CERTIFICATES

- Business Analytics - **PwC**
- Excel for business - Basic - intermediate - Advanced - **Prime Institute**
- Alteryx Designer Core Certification - **Alteryx**
- Business Analytics with Tableau for PwC - **Udacity**
- Diploma in human resources - **Capacitarte**
- Organizational Analysis - **Stanford University**
- Scrum Foundation Professional Certificate - **CertiProf**
- EF SET Certificate C2 - **EF Education First**

WORK EXPERIENCE

DEC 2021 - Actual

PWC - AAC
Human Resources Generalist

I managed and assisted the US Engagement Teams to find resources in the Assurance sector with availability and the necessary skills to perform the Physical Inventory Observations (PIO) required for PwC clients, assisted to PwC resources in the assignment of their weekend reservers to perform PIO, managed resource schedules, including chargeable and non-chargeable, training and out of office time, quality checked and reviewed processes and trained new employees on the processes I did
I also automated the PIO process by creating an Alteryx WorkFlow (AWF) and a google sheet to save the team over 800 hours yearly, Automated another process called DRS by updating the AWF to output the Excel required with all the columns needed and saving the team 8 hours yearly and updated a reporting process by updating a workflow to ensure all the data is correctly reported by separating the volume into processable and non processable.

JUN 2021 - DEC 2021

TENARIS - TECHINT
Audit Trainee

I assisted in audit projects and assisted in the creation of Big Data tools for process automation.

AGO 2019 - FEB 2021

IBM Argentina
IGF Account receivable

I reconciled accounts receivables from Peru, analyzed the pending items and entered manual adjustments to solve those items.

EDUCATION

2017 - 2021

Universidad de Buenos Aires
Bachelor in Administration

GPA: 8.32/10

2011 - 2016

Escuela Técnica ORT
Technical High School

GPA: 8.62/10 (with honors)
National flag's bearer

LANGUAGES

SPANISH	ENGLISH	HEBREW
Mother tongue	CPE level in International House	6 years at Escuela Técnica ORT