

CARLA KISZKA

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San Isidro - Buenos Aires (ARG) 07/10/1997

EDUCATION

Elementary School
Goulds Elementary School
Miami, Florida
2003-2009

Bachelor in Economy
Cardenal Spinola School
2010 - 2015

Law
USI - San Isidro
2020-Present

EXPERTISE

- Management Skills
- Communication
- Multitasking
- Leadership
- Compliance
- Budgeting
- Risk Management
- Teamwork
- Project Management
- Coordination
- Problem-Solving
- Time Management

LANGUAGE

- Spanish - Native
- English - Native
- Italian - Advanced

COURSES

Intro to Cybersecurity
CISCO
2023-2024

Marketing Digital
UBA
2020-2021

Politicas Publicas
San Andres
2019-2020

SUMMARY

I am a professional with experience working remotely for multinational companies, specializing in operations coordination, contract management, and client services. I am fluent in Spanish and a native English speaker, with a strong ability to adapt to diverse and dynamic environments while consistently delivering outstanding results.

WORK EXPERIENCE

MAG22 COSTRUCTIONS — Mar 2024 – Nov 2024
Operations and compliance coordinator - Remote

- Coordinated daily operations for construction and hotel projects, ensuring smooth workflow and resource allocation.
- Ensured compliance with local regulations and industry standards for both construction and hotel operations.
- Managed communication between construction teams, hotel staff, and external contractors to streamline processes.
- Developed and monitored project timelines, budgets, and resource management plans.
- Conducted internal audits and prepared reports to ensure adherence to safety protocols and compliance requirements.
- Implemented operational strategies to optimize efficiency in construction sites and hotel services.
- Liaised with government bodies and legal teams to secure necessary permits and ensure regulatory compliance.

PWC (Pricewaterhouse Coopers) — Nov 2022 – March 2024
Engagement Compliance Reviewer - Hybrid

- Conducted internal audits, risk assessments, and identified potential compliance issues.
- Analyzed contracts to verify compliance, accuracy, and alignment with regulatory standards.
- Managed billing processes to ensure accurate invoicing and adherence to contractual terms.
- Collaborated with cross-functional teams to ensure proper documentation and compliance throughout the project lifecycle.
- Provided clear guidance to teams on regulatory requirements and policy updates.
- Prepared detailed reports and presented findings to senior management and stakeholders.
- Supported external audits and implemented corrective actions when necessary.

Honorable Deliberative Council of S.I — Feb 2018 – Nov 2022
Presidency Legislative Advisor - On-Site

- Advised the Presidency on legislative matters and assisted in drafting legislative proposals.
- Conducted thorough analysis of contracts and legal documents to ensure compliance with local regulations.
- Managed legislative projects from development through execution, ensuring alignment with policy objectives.
- Coordinated schedules, meetings, and communications for the Presidency and legislative teams.
- Oversaw the annual municipal budget, ensuring proper allocation of resources for project development and public policy implementation.
- Facilitated conflict resolution and acted as a liaison between the Presidency and other departments.
- Prepared reports and presentations to support decision-making and policy development.
- Organized political campaigns and managed social media outreach.
- Ran for city council multiple times as a candidate.