

ANA LUCIA FRANCIONI

francioni.analucia@outlook.com
+54 9 11 4044 0292
Wilde, CP 1875, Buenos Aires

Industrial engineering student with half of the program completed. Over five years of experience in administrative roles, and knowledge of financial and accounting processes. Currently seeking advanced opportunities to enhance my professional training by learning about data analytics technologies, management skills, and continuous improvement processes.

WORK EXPERIENCE

Grupo Traslada

- **Administration lead** ***(January 2023 - Present)***
  - In charge of day-to-day administrative processes from the company's international business division, ensuring task are completed within deadlines.
  - Assist the financial manager with cash flow forecasting and payment process improvements.
  - Assist in preparing monthly expenses report for the accounting department.
  - Provide insights and collaborate with other departments to develop new company processes.

- **Billing and collections analyst** ***(October 2019 - December 2022)***
  - Perform monthly billing, collection follow-ups and bank reconciliations.
  - Oversee clients' credit limits and keep updated their account payment records.
  - Receive, audit and process providers' invoices. Document submission and payment schedule arragements.

- **Reservation agent** ***(February 2019 - September 2019)***
  - Process clients' transfers request submitted via telephone, email or website.
  - Guarantee proper data entry in our system.

EDUCATION

- **Universidad Tecnológica Nacional** ***(2019 - present)***
  Industrial Engineering

- **Colegio Mariano Moreno** ***(2012 - 2017)***
  High School Diploma in Visual Arts

LANGUAGES

- English - Fluent (C1 Certification, Common European Framework of Reference, 2017)

SKILLS

- Microsoft Office - Intermediate proficiency
- SolidWorks - Basic proficiency
- AutoCAD - Basic proficiency