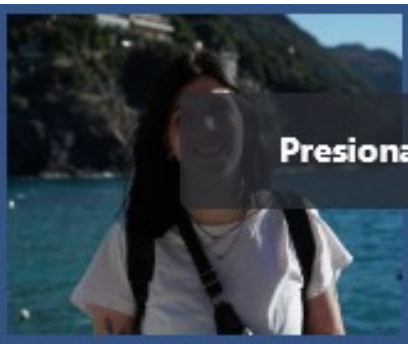


Presiona Esc para salir de pantalla completa

MARIA PAZ LOMBARDI

CONTACT INFORMATION

Adress: Fray Justo Sarmiento 3736, Olivos, CP 1636

Mail: pazlombardi3@gmail.com

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

Price Water House (2022- Present)

- 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)