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MICAELA AREVALO SOTELO.

ABOUT ME

I've started to work on the finance area when I was eighteen. During the past five years I've been the commercial PMO lead supporting SABIC, T. Rowe, TIAA, Raymond James, Merck, Takeda, United Airlines, Kohler and Stryker accounts. My major achievement is increasing the profitability and the CCI% average of the whole Midwest Life Sciences portfolio, by coordinating all life cycle of the projects involved. Now I'm looking for new opportunities to keep on growing and I feel I do really match this role. I'm responsive, a quick learner and a challenges lover.

WORK HISTORY

PCS – CPMO ASSOCIATE (COMMERCIAL PROJEC MANAGEMENT OFFICE), ACCENTURE.

06/15/15 – 12/01/17.

Job Description:

- **Financial analysis** (Audits on how to reduce costs; elaborate and communicate monthly financial results; create and update forecast on monthly basis; create staffing plans based on client's budget; Reporting Activities; Variances Analysis.)
- **Training** (Elaborate yearly and quarterly plans to train the capability to achieve the goals communicated by the Managers/Senior Managers.)
- **Resource Management on account level.**
- **Invoicing** (Follow up the status of the due payments; generate invoices/credit notes/apply payments on monthly basis to multiple clients through SAP.)

PCS – CPMO ANALYST (COMMERCIAL PROJEC MANAGEMENT OFFICE), ACCENTURE.

12/01/17 – 06/01/19.

Job Description:

- **Opportunity Management; Pricing; Forecasting; Bookings, Invoicing; Charge Codes management. (Assistance during all project's life cycle).**
- **Develop plans to increase the profitability on specific projects.**
- **Leading PMO Jr. collaborators working on my assigned accounts.**

PCS – CPMO SENIOR ANALYST (COMMERCIAL PROJEC MANAGEMENT OFFICE), ACCENTURE.
06/01/19 – Present.

- **CPMO Lead responding for junior collaborators supporting a portfolio.**
- **Portfolio Management:** Supporting all portfolio accounts with revenue hitting on US, Midwest region, during all life cycle of each account contract.
- **SME on both soft and hard skills.**
- **Supervising +10 collaborators.**

EDUCATION

BACHELOR'S DEGREE ON BUSINESS MANAGEMENT; INSTITUTO MODELO SAN MARTÍN DE LOS ANDES; SAN JUSTO. (2009 – 2014)

INTERNATIONAL RELATIONSHIPS; UNIVERSIDAD ARGENTINA DE LA EMPRESA; MONSERRAT. (2015 – PRESENT)

PROFESSIONAL/ACADEMIC ACHIEVEMENTS

ACCENTURE

Certificate in Finance for PMO. by Luciano Domecq and Constanza Competiello. (2015)

Certificate in Excel: VBA; Text Functions; Other Functions. by Julieta Aguirre; Nicolás Tezari and Sergio Canceco. (2016)

UNIVERSIDAD ARGENTINA DE LA EMPRESA (UADE)

Seminary in Nonprofits Organizations; by John Casey. Validated by University of New York and Universidad Argentina de la Empresa. (2015)

OTHERS

First Certificate in English (FCE); Cambridge Institute. – Grade B. (December - 2014)

Design Thinking; HSA - Digital House: Lima 1111. (August - 2018)

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