Ana Clara Taboada



Personal information

Vicente López

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Career Summary

Recognized for exhibiting integrity, interpersonal communication skills, leadership, analysis and problem solving abilities. Highly motivated, optimistic in every situation and able to follow through successfully in different projects while maintain focus in details and overall impact.

Experience

J.P.Morgan

Global Corporate Finance Operations

(Jun 2016– Jan 2019)

Team Leader/Supervisor

- Reviews, analysis of KPIs, development plans, trainings and managing the global distribution of workload
- Proficient in coordinating complex global projects with high profile stakeholders
- Improved employee retention and reduced attrition in the area
- Got the highest rating in Employee Opinion Survey in the sector globally
- Coaching and providing mentoring and feedback to employees with the objective of working towards their goals according to their tenure
- Recruitment, tests and analysis of incoming personnel
- Anticipate issues and adjust course of actions to minimize risks and assure a well function of the area
- Part of the Leadership team in Pride, responsible of recruiting members and organizing educational/ networking events

Front Desk

(Jul 2012 – Jun 2016)

Managed the different requests sent by the bankers, assigning operators, negotiating deadlines and estimated times with other Front Desks and bankers from all over the world. Clarifying instructions, coordinating requests and reporting issues/tasks to my manager.

Presentation Specialist

(Sep 2008 – Jul 2012)

Expert in PowerPoint financial presentations for J.P Morgan and other branches bankers from EMEA, NA, APAC and Latin America. Designing templates and layouts for banker's proposals and business opportunities.

Gobierno de la Ciudad de Buenos Aires

Dirección General de Habilitaciones y Permisos
(Jan 2007 – Aug 2008)

Executive Assistant

Director of Habilitations of the City Government's assistant, in charge of scheduling meetings, managing his agenda, writing memorandums, letters and tailoring/writing reports. Experience in issue management and routing inbound calls.

Dirección General de Fiscalización y Control
(Jan 2005 – Jan 2007)

Administrative area and data entry Coordinator

In charge of data entry area, customer care, auditing reports and archiving documentation, handling employees' issues, personnel supervision and performance audit (coaching and providing feedback) tailoring/writing reports to be reviewed by my Director, writing memorandums, new hires training.

Education & trainings

Sociology specialized in Market Research (Bachelor degree)

Employee selection and new tecnologies for recruitment (Postgradutate course)

Proficient written and spoken English

Certificate of Advanced English
(Cambridge University)

- Web design
- Accounting for non accountants
- Interviewing for results
- Handling difficult conversations
- Effective Supervision
- Excel: Advanced Formulas and Functions
- Excel: Pivot Tables in Depth
- Outlook & Excel Power Shortcuts
- Writing in Plain English
- Action Writing Webinar
- Difficult Interactions
- Feedback Essentials
- Hiring personnel
- Get The Most Out of Your Meetings
- Leadership strategies
- Managing Up
- New Manager Transitions
- Perf. Mgmt: Writing Appraisals and Delivering Effective Feedback for Managers
- Presentation Skills

Skills & interests

Excel · PowerPoint · Word · SPSS · Photoshop · Illustrator · Acrobat Pro

Pottery, Stained glass, Spinning and Pilates