

# EVELYN ESCOTO

BUSINESS ADMINISTRATION

## MAIN OBJECTIVE

My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can. I see myself as a top performing employee in a well-established organization. I plan on enhancing my skills and continuing my involvement in (related) professional associations. I've been able to move on from a technical position to a supervising position, and I intend to gain additional experience to move to management.

## ACCOMPLISHMENTS

- Significantly Above Annual Performance Bonus (2008, 2009)
- Top Performer Annual Performance Bonus (2010, 2011, 2012, 2013, 2014)
- Significantly Above Annual Performance Bonus (2015)
- Top Performer Annual Performance Bonus (2016, 2017, 2018)
- 4 / 5 Performance grade bonus (2019)

## CONTACT DETAILS


04-Dec-1984 (35 years)
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## WORK EXPERIENCE

### Accounting Senior Specialist

TMF Group | April 2019 -actual — 20 FTEs

- Accounts Payable, Receivables & Billing supervisor: this role include overseeing the execution and performance of the AP AR & Billing team, driving improvements, monitoring key performance indicators (KPIs), implementing and maintaining reporting. Some other tasks are team performance evaluation, engagement and mentoring activities, ARIBA SLP maintenance for our client and SAP vendor master data maintenance.

### Mobilization Specialist PMO

Accenture | Jun 2017 - Mar 2019 — 2 FTEs

- Management and transition of small and medium projects and/or Workflow management in medium to large size projects.
- Planning and execution of transitions.
- Support for sales teams and customer visits
- Direct and remote cooperation with local multinational teams, Regional and global, both from customers and Accenture.

### AP & AR Specialist

Accenture | Jun 2014 - May 2017 — 14 FTEs

- Mentoring, coaching, assistance in career development, conducting Performance assessments and daily management of activities Operational of the team.
- Identification and tackling of the gaps in processes and opportunities for improvement within the team.
- Responsible of third-party relationships and partner Business.

### AP Senior Analyst

Accenture | Apr 2011 - May 2014 — 2 FTEs

- Invoice processing, vendor payments, vendor care, reconciliation of accounts, documentation.

### HR Reporting Analyst

Accenture | Jan 2008 - Mar 2011

- Creation of myLearning reports for the SPAI region (Spain, Portugal, South Africa)
- Data Analysis. Process Improvements. Documentation of procedures. Quality assurance

## ACADEMIC HISTORY

### Business Administration

Universidad Del Salvador (USAL) - Argentina
2006 - 2011

### High School Diploma in Science & Arts

Instituto Salesiano María Auxiliadora - Honduras
1989- 2001

## LANGUAGES

Spanish | Native

English – TOEFL 247/300 (Montgomery College, Maryland, USA) TOEIC: 825-Advance.

Portuguese – Upper Intermediate

## CERTIFICATIONS

May 2019 | Liquidación Integral de Sueldos - Capacitarte UBA

Jul 2013 | Lean Sig Sigma Yellow Belt - Accenture

## STRENGTHS

Relator
Responsability
Individualization
Activator
Arranger

## VOLUNTEERING

AUG 2012 & AUG 2013 | Volunteering Food Selection and packaging – Food Banks Foundation

AUG 2018-CURRENT | Virtual Volunteer – Multipolar Foundation

## ADDITIONAL INFORMATION

Nationality: Honduran
Marital Status: Single
Travel Availability: Yes
US Visa: B1/B2

## IT SKILLS

Outlook, Excel (but macros), PowerPoint, Visio, Word, Explorer Advanced

Sap Finance (AP - AR Modules) Advanced

JD Edwards Intermediate