



ID-65746 Cindy

MADRID, Spain

Professional Summary

Professional with extensive experience in Accounting, Administration and Management and Recruitment. Very positive and willing to take on new challenges, expand knowledge and professional experiences that enrich my profile, that add personal objectives and my environment.

Skills

Economic Proposals	Collaboration with stakeholders
Administrative Support	Events Coordinator
Dealing with suppliers	Invoice Management

Systems

Salesforce	Microsoft Office
SAP	Google Suite

Professional History

04/2018 – 02/2024

Senior Sales & Finance Coordinator

VOCALCOM TECHNOLOGY, Madrid - Spain

- Preparation of sales orders, new quotes for new and existing clients in Spain and other locations in Europe.
- Management of service renewals with customers and suppliers.
- Record all information related to Sales and new acquisitions in Salesforce. As well as management and handling of other systems used.
- Management of incoming invoices and reconciliation with our records.
- Advise on billing processes and suggestions for process optimization to adapt to business changes.
- Follow up on all pending transactions with customers and suppliers.
- Build and optimize processes, as well as support the Finance team on special projects as needed.

03/2017 - 04/2018

Administrative Coordinator

GAE COMUNIDADES SUR, Tenerife – Canary Islands - Spain

- Reconcile bank accounts and finances for each of the communities.
- Management of many receipts related to each of the communities.
- Processing payments for services and providers.
- Interacted with vendors, contractors, and professional services staff to receive orders, direct activities, and respond to owners' needs.
- Continuously improved methods for day-to-day operations, customer communications, record keeping, and data entry to increase efficiency.

07/2015 - 05/2016

Talent Acquisition Coordinator

Arvato Financial Solutions - Google, Dublin - Irlanda

- Schedule candidate interviews and collaborate with hiring managers.
- Assist in the development and distribution of job postings.

