
Maria Cristina Moreno Siguenza

OBJECTIVE

Business Analytics graduate student with hands-on experience in sales, HR/payroll, and operations. Seeking roles that leverage consultative selling, bid management, and data skills (Python/SQL and machine learning) to grow revenue and streamline processes.

WORK EXPERIENCE

ARS Landscaping Corp.

Sales & Admin. Operations

Westbury, NY

May. 2022-Sep.2025

- Prospects and qualifies leads across schools and parks; supports bids and quotes
- Validates the consistency of financial data across different systems and records.
- Performs payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Prepares pricing matrices by thickness and volume tiers; drafts proposals, submittals, and closeout packages.

EDUTECH Computer Services

Assistant Intern

Forest Hills, NY

Jan.2023 – Nov. 2024

- Assisted senior designers in creating mockups, and prototypes for website projects.
- Supported the integration of multimedia content and interactive features into the website interface.
- Conducted usability testing and gathered feedback for iterative improvements.
- Reconciled bank statements and credit card transactions to maintain accurate financial records.

Assemblymotos S.A.

Accounting Assistant

Cuenca, Ecuador

Jan. 2019 – Dec. 2021

- Actively engaged in pivotal audits conducted by the Importation Department, entailing meticulous processing of crucial importation documentation +1000.
- Consistently achieved a flawless approach in audits, maintaining a 99% error-free record.
- Prepared tax returns and analyzed financial reports.
- Assisted in month-end and year-end closing procedures, including journal entries and accruals.
- Participated in team meetings and training sessions to expand knowledge of accounting practices and procedures.

EDUCATION

Baruch CUNY

Master in Business Analytics

New York, NY

G.P.A: 3.9 Sep-Present

Azuay University

Bachelor of Science in Business Administration

Cuenca, Ecuador

G.P.A: 3.65 Graduated May 2021

SKILL & QUALIFICATIONS

Prospecting; Discovery; Quotes & proposals; Bid responses (municipal); Submittals & closeouts; Negotiation; Bilingual client communication. Account and management system QuickBooks, HRIS software, CPRs System. Data skills SQL; Access; Python; Machine learning. Adobe Creative Suite programs. Office (Word, Excel, PowerPoint). HR skills ADP; LCP Tracker; NYS Wage Labor Rates / NYSDOL; Microsoft Office; Google Workspace.