Ethel Maria Benko

PERSONAL INFORMATION

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- Webpage: https://ebenko.github.io/Ethel-Maria-Benko/
- Date of birth: 01 September, 1985
- Nationality: Hungarian and Argentinean

SUMMARY

Solid experience in communication, sales and negotiation. Financial background: Diploma in Economy. Experience in Pricing, Reporting, Data Management and automation of processes. Worked for Multinational and Financial firms. Unique strengths: logical and analytical thinking, quality oriented, proactive and positive attitude.

Currently I am in a carrier direction change, looking for interships and/or a junior position in Web Development. I have basic experience in **HTML, CSS, Javascript, IntelliJ, Visual Studio Code** and **Git** and basic knowledge in **TYPO3, WordPress, UX, SASS** and **React**.

Open to positions in **Switzerland** or **remote**.

WORK EXPERIENCE

- o Role: **Business Analyst – ETF Management Team** *(02/07/2018 – 11/03/2020)*
  Company: **BlackRock – iShares, Budapest (Hungary)**
  Responsibilities:
  - Owner of the AUM (assets under management) reporting monthly process for the APAC ETF Management and COO.
  - Owner of the GPL (Global Product List) monthly report for Sales, Product and Management Team of APAC Region in order to show the latest updates and detailed information of current ETFs available in iShares.
  - Deliver the reports with the highest quality possible paying strong attention to the details.
  - Coordinate with the team members and other teams in order to complete the process accurately and deliver the results within strict deadlines.
  - Many process improvements and automations with Excel, Macros and VBA in order to save time in the processes and minimizing the possibilities of errors.
  - Doing a refresh or even a complete restructuring in manuals to have a more clear and straight forward gideline of the processes.
  - Caring about company culture: applying to voluntering opportunities and company events. Founder of Latin Comunity Group within Budapest Office to connect Spanish speakers and help with the integration in the Hungarian culture.

- Role: **Commercial Manager – Pricing Specialist** *(02/01/2017 – 29/06/2018)*
  Company: **Vodafone Shared Services Budapest**
  Responsibilities:
    - Analyze profitability in the offers before present it to the client.
    - Decide and negotiate which changes has to be made in order to not loose the business opportunity, achieving profitability and follow Vodafone rules.

- Role: **Data Analyst** *(23/08/2016 – 16/09/2016)*
  Company: **ICE (Intercontinental Exchange), Dublin (Ireland)**
  Responsibilities:
    - Edit company's data related to securities (Fixed term, Zero Coupon and Floating as notes and bonds) using the Company's database, managing large Excel sheets.
    - Collect bonds and notes information from Stock Exchanges.

- Role: **Customer Service Administrator** *(24/02/2015 – 19/08/2016)*
  Company: **Abbott Medical Optics, Dublin (Ireland)**
  Responsibilities:
    - Administrative tasks: data store, create and manage large Excel worksheets in a daily basis, using functions, formulas, pivot tables and Macros.
    - Tasks in SAP: Invoicing, create daily reports, credits, edit customers data and the status of products, manage the inventory of consignment orders for Spain.

- Role: **Receptionist** (*10/08/2014 – 15/12/2014*)
  Company: **Aqua Spa Hotel******, **Szarvas (Hungary)**
  Responsibilities:
    - Check in – Check out. Making reservations with a reservation program.

- Role: **Spanish Teacher** *(04/07/2013 – 15/05/2014)*
  Company: **Ring Language School, Budapest (Hungary)**
  Responsibilities:
    - Teach Spanish language a group of 10 adult people.
    - Fallow up the improvement of the students. Writing exams, correcting, testing.

- Role: **Sales Representative** (*02/11/2011 – 30/07/2014*)
  Company: **Nu Skin, Budapest (Hungary)**
  Responsibilities:
    - Customer service via phone and email for Spanish customers and distributors.
    - Support customers' online purchase and manage entire sales cycles via SAP.
    - Photographer: Taking photographs for the company.
    - Deal with senior customers.

EDUCATION:

2020 – 2020   <u>Online learning</u>

- o *O'Reilly: JavaScript for Beginners: Learn with 6 Main Projects.*
- o *LinkedIn: JavaScript Essential Training, Become a Front-End Web Developer, React.js Essential Training, UX Foundations.*

2016 – 2016   <u>La Salle BCN</u>

- o *Introduction to SAP BI*
  Foundations of SAP BI, ETL processes, Data Warehouse and SAP Lumira.

2006 – 2010   <u>Budapest Business School – College of Tourism and Catering</u>

- o *Economics in Tourism and Hospitality, specialized in Catering and Hotel Management.*

1999 – 2005   <u>Normal No.9 – Buenos Aires</u>

- o *High School*

LANGUAGE SKILLS:

Spanish: Native level   **English:** Fluent
Hungarian: Native level   **German**: Basic

COMPUTER SKILLS:

- MS Office: Power Point, Excel (Vlookup, if formulas, Pivot Tables, Macros, VBA), Word, Outlook and basics of Access.
- SAP SD
- Open Office
- HTML, CSS, Javascript, Git

- Knowledge of TYPO3, WordPress, UX, SASS and React
- Notepad++
- Basic SQL and Tableau
- Ipop Mail, KANA
- Basic Photoshop

COMMUNICATION SKILLS:

- Logical way of thinking
- Good analytical skills
- Proactice and positive attitude

- Strong verbal and written communication skills
- Organizational and problem solving skills

- Good team player
- Customer-oriented
- Independent

ADDITIONAL SKILLS AND HOBBIES:

- Dance salsa, Rock & Roll, tango and Sport in a daily basis.
- Fourteen years of service as a scout for the Hungarian Scouting in Argentina, of which the last four years I spent as active leader.