



# ETHEL MARIA BENKO

## CONTACT ME

☎ +41 77 439 0712  
✉ ethel.maria.benko@gmail.com  
📍 8902 Urdorf, Switzerland

## EDUCATION

### BSc Economics in Tourism and Hospitality

Budapest Business School

2006 - 2010

### Introduction to SAP BI

La Salle BCN

2016 - 2016

### Investment Foundations

CFA Institute

2019 - 2020

### JavaScript, React, UX and Web Development Foundations

O'Reilly and LinkedIn

### WordPress

Prooktatas Kft

2020 - 2021

## WORK EXPERIENCE

### Business Control Unit – Coordinator

06.2021 – 02.2023

BBVA – Zurich

- Responsible for coordination of all commercial department activities carried out by relationship managers.
- Provide assistance directly to the Commercial Director.
- Develop, monitor, maintain and improve business reports, performance dashboards and data analytics using Excel, Macros, Power Point and Avaloq. Manage big data and Power BI
- Track the evolution of strategic projects, plans and reports on progresses.
- Monitor continuously relationship managers' activities, KPI.
- Support Commercial Director in preparing internal and external presentations, business trips and external meetings. Manage the agenda.
- Maintain flow of information between the Commercial Department and all other areas in the Bank.

### Business Analyst – ETF Management Team

07.2018 – 03.2020

BlackRock – Budapest

- Owner of the AUM (assets under management) reporting monthly process for the APAC ETF Management and COO for iShares.
- 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 clearer and straighter forward guideline of the processes.
- Caring about company culture: applying to volunteering opportunities and company events. Founder of Latin Community Group within Budapest Office to connect Spanish speakers and help with the integration in the Hungarian culture.

### Commercial Manager – Pricing Specialist

01.2017 – 06.2018

Vodafone Shared Services – Budapest

- Analyse profitability in the offers before present it to the client, using P&L.
- Decide and negotiate which changes has to be made in order to not loose the business opportunity, achieving profitability and follow Vodafone rules.

## LANGUAGE SKILLS

- Spanish: Native
- Hungarian: Native
- English: Fluent
- German: Basics

## TECHNICAL SKILLS

- MS Office: Power Point, Excel (creation of worksheets, Vlookup, Pivot Tables, formulas, Macros, Power Query basics of VBA), Word, Outlook and basics of Access.
- Knowledge of SQL, Power BI and Tableau
- SAP SD
- HTML and CSS
- Basic Photoshop

## COMMUNICATION SKILLS

- Logical way of thinking
- Analytical skills
- Proactive and positive attitude
- Excellent organizational and problem solving skills
- Good team player
- Customer-oriented
- Independent

### Data Analyst

08.2016 – 09.2016

ICE (Intercontinental Exchange) – Dublin

- 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.

### Customer Service Administrator

02.2015 – 08.2016

Abbott Medical Optics – Dublin

- 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.

## REFERENCES

---

### Janet Pitan

Talent and Culture Director

BBVA Zürich

### Sergio Pedrosa

Private Banking Director

BBVA Zürich

Reference letter available upon request.