

# Florencia Méndez Quintana

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*Currently studying Java Development at Stockholm Tekniska Institut, I am seeking an LIA internship to apply my training in real projects. My background in talent acquisition and administrative roles has strengthened my organizational and communication skills, helping me thrive in collaborative IT environments. Enthusiastic and eager to learn, I am open to exploring different areas of software development.*

## WORK EXPERIENCE

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<b>Sobi</b> Talent Acquisition Coordinator Consultant	<b>Stockholm, Sweden</b> Apr 2023–Apr 2024
<ul style="list-style-type: none"><li>Supported full-cycle recruitment across EMEA, CEE, Asia, and the US.</li><li>Partnered with hiring managers and HR business partners to streamline processes.</li><li>Contributed to ATS implementation (SmartRecruiters), moving from manual booking to digital workflow.</li><li>Sourced candidates via LinkedIn Recruiter and posted jobs on multiple platforms.</li></ul>	
<b>Klarna</b> Talent Acquisition Coordinator	<b>Stockholm, Sweden</b> Jul 2021–Jun 2022
<ul style="list-style-type: none"><li>Coordinated high-volume recruitment processes across EMEA and the US.</li><li>Ensured a positive candidate experience through effective scheduling and communication.</li><li>Built and maintained strong relationships with hiring stakeholders.</li></ul>	
<b>San Miguel Global</b> Account Administrative Analyst	<b>Montevideo, Uruguay</b> Mar 2016–Mar 2019
<ul style="list-style-type: none"><li>Managed invoice processing and financial reconciliations in SAP.</li><li>Supported the General Manager with travel and meeting coordination.</li><li>Acted as a point of contact for suppliers, customers, and third-party vendors.</li></ul>	
<b>Nestlé Uruguay</b> Account Receivables	<b>Montevideo, Uruguay</b> May 2014–Dec 2015
<ul style="list-style-type: none"><li>Generated invoices and account statements using SAP.</li><li>Resolved discrepancies and inquiries to ensure accurate reporting.</li><li>Maintained and optimized the billing system.</li></ul>	

## EDUCATION

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<b>Stockholm Tekniska Institut (STI)</b> Java Developer Key courses: Java Development, IT & Information Security, Web Development with React, Databases, Agile Methods	<b>Stockholm, Sweden</b> Sep 2024 - Jun 2026
<b>Universidad de la República</b> Bachelor in Economics (250/360 credits)	<b>Montevideo, Uruguay</b> Mar 2013 - Dec 2016

## **ADDITIONAL SKILLS**

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### **Technical**

- Java, Spring Boot, TypeScript, React, HTML, CSS, SQL, MongoDB, JUnit
- IntelliJ IDEA, Visual Studio Code, Git, Swagger/OpenAPI
- Agile Methods: Scrum, Kanban, User Stories, Sprints
- SAP, Notion, Miro, Slack, SmartRecruiters, LinkedIn Recruiter, Lever

### **Languages**

- Spanish: Native
- English: Fluent
- Swedish: Advanced (equivalent to CEFR C1, completed SVA 3)

### **Soft skills**

- Organized and proactive
- Strong communication and teamwork
- Fast learner and motivated
- Problem-solving mindset