

Javiera Munoz

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Professional Summary

Brings over two years of experience as an Accounting Assistant in the cleaning and facilities services industry, where I gained strong skills in financial record management, invoicing, and client account reconciliation. I am recognized for my ability to maintain accuracy, organization, and attention to detail while supporting decision-making through clear financial reporting. In addition, I have seven years of experience as a Registered Nurse, including three years specializing in supporting and advising patients' families with empathy and effective communication. This unique combination of financial, organizational, and interpersonal skills enables me to adapt quickly and perform effectively in diverse professional settings.

Key Skills

Assertive communication | Empathy | Organized | Team Leadership | Problem solving and conflict resolution | Fast learner | Attention to detail | Financial reporting | Invoicing and reconciliation

Work Experience

Accounting Assistant | Bitacora | Santiago, Chile | 02/2024 – Present | Remote

- Processed invoices, payments, and expense reports with high accuracy, ensuring compliance with company policies.
- Assisted in preparing monthly financial statements and maintaining updated client accounts.
- Supported the finance team by reconciling discrepancies and streamlining reporting processes.
- Maintained regular communication with clients regarding billing, improving clarity and trust.

Registered Nurse | Emergency and Public Assistance Hospital | Santiago, Chile | 07/2017 – 01/2024

- Provided clear guidance, emotional support, and accurate information to patients' families, enhancing satisfaction and trust in high-stress situations.
- Coordinated with multidisciplinary teams to optimize treatment plans and improve patient outcomes.
- Delivered quality care, demonstrating strong organizational and problem-solving abilities.

Education

Master of business administration | University Canada West | Vancouver, BC | In progress

Nurse | Central of Chile University | Santiago, Chile | 2016

Certification

Certified Digital Marketing Associate |Digital Marketing Institute, Canada. 06/2025

Certified Financial Accounting |University Canada West, Canada. 06/2025