# MARIANA GARCIA

Linked-in profile: https://www.linkedin.com/in/mariana-cunha-garcia
Portfolio: https://marianaclfgarcia.github.io/portfolio.gitub.io/
Email: mariana.cl.garcia@outlook.pt
Contact: +351 915360922

## PROFESSIONAL EXPERIENCE

### Back Office Administrator, BNP Paribas Securities Services                              2021–2023

- Controlled daily trade flows, averaging 900 trades per day while maintaining a high accuracy rate in trade capture, matching and settlement.
- Processed an average of 50 Corporate Actions events per day, and prepared monthly and annual deliveries regarding relevant Tax reports
- Analyzed daily trade reconciliations by analyzing breaks, resolving discrepancies and ensuring correct trade matching with bank statements.
- Reviewed monthly stock reports, reconciling trade activities with the custodians and identifying discrepancies.
- Assured high-quality delivery for accounting closure periods (Monthly, Quarterly and Annual)

### Sales Assistant, ZARA PORTUGAL                              2019–2020

- Responsible for operating POS systems with an average of 50 transactions processed per hour.
- Provided exceptional customer service, by successfully resolving issues and complaints and addressing customer's inquiries regarding sales and store promotions.
- Conducted cash closing procedures, by controlling the accuracy of cash registers and identifying any discrepancies, while ensuring all cash handling policies were followed.
- Contributed to the store productivity, by actively collaborating with team members in other departments to ensure an efficient workflow during peak hours with higher demand.

## EDUCATION

### Postgraduate in Data Science for Finance, Nova IMS                              2021–2022

- Final classification: 15,1
- Relevant Coursework: Asset Pricing & Portfolio Theory 18/20; Text Mining 17/20; Computational Finance 17/20; Machine Learning in Finance 16/20.
- Development of Predictive Analysis, Sentiment Analysis, Insurance pricing models and Customer Segmentation projects

### BSc in Economics, ISCTE Business School                              2018–2021

- Final classification of 12,6
- Relevant Coursework: Economy and Public Finance 18/20; Macroeconomics II 16/20; Business English 18/20.
- Extracurricular courses: Asset Management

## ONLINE COURSES

Introduction to SQL, DataCamp                              Apr 18, 2023

Introduction to Data Science in Python, Data Camp                              Jan 31, 2023

## HARD AND SOFT SKILLS

- Python and SQL: Beginner                              - Growth Mindset

- Transversal Financial Markets                              - Team Player Attitude

- Transaction processing and data capture                              - Data Analysis

- Processes improvement and efficiency                              - Organizational Proficiency