



MARIANA GARCIA

Back Office Administrator

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ABOUT ME

Motivated and goal-oriented professional looking to further develop skills in a practical and fast-paced environment. Currently working as a Back Office Administrator for a department specializing in the accounting management of institutional portfolios.

In the present year obtained a Postgraduate degree in Data Science for Finance, where multiple projects were developed incorporating programming and data analysis in the context of Financial Markets.

EDUCATION

2021-2022

Postgraduate in Data Science for Finance, Nova IMS

- Postgraduate degree in Data Science for Finance with a final classification of 15,1
- Relevant Coursework: Asset Pricing & Portfolio Theory 18/20; Text Mining 17/20; Computacional Finance 17/20; Machine Learning in Finance 16/20.

2018-2021

BSc in Economics, ISCTE Business School

- Bachelor degree in Economics with a 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

PROFESSIONAL EXPERIENCE

2021-2022

Back Office Administrator, BNP Paribas Securities Services

- Capture of transactions (Management and Market operations) impacting clients assets portfolios, such as Real Estate, Alternative Investments, Repo, Forex, Funds, Bonds and Shares.
- Control and process Corporate Actions
- Participate in the Reconciliation process by analyzing and correcting breaks

2019-2020

Sales Assistant, ZARA PORTUGAL

- Part-time contract as a cashier for 11 months
- Responsible for operating POS terminals and concluding costumers purchases/returns
- Expanded product knowledge and attention to detail
- Processed store operations for online orders

ONLINE COURSES

Feb 2021

Data Analysis in Excel, DataCamp

Jan 2021

Tableau Fundamentals, Tableau e-learning

HARD AND SOFT SKILLS

- Python: Beginner
- Tableau Software: Beginner
- Microsoft Office: Intermediate
- English: B2 Level
- Flexibility and Adaptability
- Problem Solving
- Client-oriented
- Team collaboration