Maria Luiza Soares de Araújo

+1 (705) 920-2500 | mluizzasoares@gmail.com | linkedin.com/in/maria-luiza-de-araujo

Summary

Detail-oriented and results-driven professional with over 10 years of experience in legal, financial, and administrative operations, now transitioning into data analytics. Skilled in extracting insights from complex datasets, developing dashboards, and optimizing business processes through data-driven strategies. Demonstrated success in reducing financial errors by 28% and improving administrative efficiency by 54%. Fluent in Portuguese, English, and Spanish, with strong capabilities in SQL, R, Python, and data visualization tools such as Tableau and Looker Studio. Passionate about applying analytical expertise to support strategic decision-making and operational improvement across cross-functional teams.

Skills

- Business Analytics
- Attention to Detail
- Multi-tasking
- Adaptability & Communication
- Problem-Solving

- Strategic Thinking
- Administrative Management
- MS Office, SQL, R Language and Python
- Trilingual – Portuguese, English, and Spanish
- Learning – Korean (intermediate) and French (basic)

Experience

DATA INTERN | 01/2025 – Present
On Top (Remote)
- Assist in data extraction, cleaning, and analysis using SQL.
- Collaborate on creating dashboards and interactive reports in Tableau and Looker Studio.
- Support the automation of reporting and data analysis processes.

ADMINISTRATIVE OFFICER MANAGER | 09/2019 - 08/2023
Contabweb Generals Auditoria e Contabilidade (Brasília, DF, Brazil)
- Streamlined administrative operations, reducing paperwork by 30% by implementing digital document management systems.
- Managed compliance and administrative governance, ensuring streamlined processes and adherence to policies
- Implemented cost-saving measures, resulting in a reduction in office supply expenses annually.
- Coordinated and supervised over 50 client accounts, ensuring a 98% accuracy rate in financial documentation and reporting.

FINANCIAL ANALYST | ADMINISTRATIVE ASSISTANT | 07/2019 - 08/2023
Contabweb Generals Auditoria e Contabilidade (Brasília, DF, Brazil)
- Conducted financial analysis for over 50 client accounts, leading to a 15% improvement in financial accuracy and reporting.
- Streamlined budgeting processes, reducing financial discrepancies by 20% and enhancing budget forecasting accuracy by 25%.
- Analyzed and managed financial data, resulting in a 10% increase in operational efficiency through the identification and elimination of redundant processes.

LEGAL ADMINISTRATIVE SPECIALIST | 02/2019 - 08/2023

Contabweb Generals Auditoria e Contabilidade (Brasília, DF, Brazil)

- Reduced legal research time by 46% through the implementation of a comprehensive digital legal database.
- Streamlined communication between legal teams and clients, leading to a 30% increase in client satisfaction scores.
- Conducted legal audits and risk assessments for 50+ clients, identifying and mitigating potential legal risks, resulting in a 21% decrease in client liabilities.

Certifications

AWS Educate Machine Learning – AWS Educate | Issued May 2025

AWS Educate DeepRacer Primer – AWS Educate | Issued March 2025

AWS Educate Introduction to Cloud 101 – AWS Educate | Issued March 2025

Python for Finance: Investment Fundamentals & Data Analytics – Udemy | Issued October 2023

Microsoft Power BI Desktop for Business – Udemy | Issued September 2023

Education

BUSINESS ANALITYCS | 01/2025 – Expect 10/2025

Cambrian College School of Information Technology

MBA IN FINANCE AND CONTROLLERSHIP | 2021 – 2023

Federal University of São Paulo – ESALQ/USP

BACHELOR IN LAW | 2014 - 2018

Instituto Brasileiro De Ensino, Desenvolvimento e Pesquisa – IDP

Extracurricular Activities and Volunteer

VOLUNTEER

Cambrian College | AWS Deepracer Team (03/2025 – 04/2025)

- Participated in AWS DeepRacer AI/ML competition representing Cambrian College; contributed to model development and training strategy.
- Collaborated with teammates in model optimízation over a 6-week preparation period.
- Achieved **1st place** for Cambrian College in the regional competition.

VOLUNTEER

Cambrian College | Women in Tech Event (04/2025)

- Contributed to the success of the Women in Tech 2025 event by leading data visualization workshops with the "Data Divas" team.
- Engaged high school participants with hands-on data activities aimed at encouraging careers in technology.
- Recognized by Cambrian College for its impactful service and leadership.

VOLUNTEER CATECHIST

Notre-Dame du Perpétuel Secours (2016-2024)

- I started teaching children aged 7-10 to prepare for their First Communion. Later, I taught adults preparing for both First Communion and Confirmation for a year. Concluded by teaching teenagers aged 15-18 to prepare for the sacrament of Confirmation.