**Maria-Ines Bocaranda**

**(305) 283-1715**

[**inesbocaranda@outlook.com**](mailto:inesbocaranda@outlook.com)

CAREER OVERVIEW:

Professional Senior HR, and CFO Manager with 20 years’ experience looking for a position in the field to apply my knowledge and background and benefit the company by providing effective and quality work performance.

BUSINESS EXPERIENCE:

Quickbooks Proficient.

CEO, CFO, General Manager, Human Resources Manager, TV Production Assistant Experienced.

PROFESSIONAL EXPERIENCE:

**MICHAEL DAWKINS HOME** June 2012 – Present

***Controller, HR Manager***

Interior Design Industry.

Managed Showroom Sales. P&L, Manufacturing Supervisor.

Human Resources Management: State/Federal Employment Law,

Unemployment Compensation, Safety & Health Benefits Administrator.

Purchasing

Managed over 40 employees.

**BOCARANDA FILM PRODUCTIONS** 2013 - 2018

***Assistant Producer***

Film & Television Industry

Actors scheduling, Payroll, Contracts, Budgeting, Assistant Producer.

Human Resources / Recruiting

**FINE LIVING CORP** 1997 - 2012

***CEO, Owner***

Interior Design and Furniture Manufacturing Industry.

CEO, CFO, Human Resources, with over 100 employees in 3 locations,

P&L, Training & Development, Logistics, and Purchasing

Maria-Ines Bocaranda

Resume

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**PAN AM AIRWAYS** 1987 – 1992

**Reservations Supervisor**

Reservation and First Class Service Supervisor

Service Desk. Ticketing, Reservationist Trainer

EDUCATION:

Bachelor in Business Administration 1985

Buenos Aires, Argentina

Human Resources & Accounting

Miami, FL

Travel & Ticketing 1987

Certified by Pan American Airways

REFERENCES:

Available Upon Request