# Muriel N. Mendieta Giron

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Accounting professional with expertise in auditing, creation and analysis of financial statements and general financial information, compliance with local and international accounting standards, internal controls and accounts analysis. Fluent in both English and Spanish. Proactive, analytical, organized, methodical, resourceful, problem-solver, team-worker, fast learner, adapts to change, works well under pressure. Determined to achieve goals, finish projects and always eager to learn or improve professional and personal skills.

# **Experience**

Cultural Care Au Pair

Au Pair

Baltimore, MD

Dec. 2009 - Sep. 2011

- Daily care of children ages 2 through 7.
- Creation and follow-up of everyday and long-term schedules for the family.
- Perfected English language through Community College and self-study.

Cementos de Venezuela

Financial Analyst

Caracas, Venezuela

(Cements of Venezuela)

Jun. 2009 - Dec. 2009

- Improvement on fixed assets input and analysis system.
- Conciliation of certain accounts and their beginning balance after transfer of company's ownership.
- Assistance in development of new inventory procedures for warehouses.

Deloitte

**Audit Senior Assistant** 

Caracas, Venezuela

Sep. 2006 – Jun. 2009

- Lead audit teams to successfully perform audits on several companies in the financial, manufacturing, oil and drilling, professional services, non-for-profit organizations.
- Realization of financial statements and audit reports under management supervision.
- Creation and leadership of discussion group for implementation of International Accounting Standards in Venezuela for audit assistants.

Refinadora de Caolin de Venezuela

**Executive Assistant** 

Caracas, Venezuela

Jul. 2004 - Aug. 2005

(Caolin Refinery of Venezuela)

- Coordination of travelling needs for Boards of Executive members.
- Development of procedure manuals for the plants.
- Improvement on copying and mailing systems.

## Education

Universidad Catolica Andres Bello

**B.A.**, Accounting

Caracas, Venezuela

Sep. 2003 - Jan. 2009

### Skills

- Advanced knowledge of MS Office.
- Experience using SAP.
- Spanish Bilingual.
- Currently volunteering at Animal Rescue, Inc.

#### References available upon request.