**Muriel N. Mendieta Giron**

3563 Dudley Avenue, Baltimore, MD, 21213.

P: 410-488-0239 – C: 443-682-0749

muriel.mendieta@hotmail.com

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

(Caolin Refinery of Venezuela) Jul. 2004 – Aug. 2005

* 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.**