

KAREN SCHMALBACH

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Professional Summary Accounting Public student with hands-on experience in accounting, financial analysis, and logistics operations. I specialize in bank reconciliations, accounts receivable management, financial reporting, and accounting process optimization. I have worked in multicultural and shared services environments, adapting to diverse teams and providing attention to detail to improve efficiency and support decision-making.

Key Skills Accounting & Finance: bank reconciliations, accounts receivable (AR) management, monetary correction, asset control

Processes & Reports: financial report preparation and automation; payment applications (EFT, checks, BKT, online); invoice status changes

Logistics & Operations: document control, transportation coordination, remittance and billing management

Systems & Tools: SAP, QWS, Banking Platform, Monarch, Microsoft Excel (advanced), Power BI (basic, in progress)

Collaboration & Communication: teamwork, customer service, bilingual communication (Spanish–Portuguese)

Professional Experience GBS Intermediate AR

UPS — Medellín, Colombia

2024

- Responsible for the EFT process for Spain and Portugal, managing payment applications and transaction tracking
- Performed national and international bank reconciliations and payment applications (BKT, online, checks and/or COD)
- Managed invoice status changes and prepared accounting and financial process reports

Accounting Analyst RTR

Accenture (for Weir Peru) — Remote/Colombia

2024

- Management of asset disposals and entry into the system; tracking of status changes for work-in-progress assets
- Performed reconciliations on national and international accounts and monetary correction and depreciation processes
- Preparation of accounting reports and support for closings and financial processes

Bilingual Advisor

Webhelp (for Avianca) — 2024

- Customer service in Spanish/Portuguese: passenger relocation, ticket revalidation and reissuance, addition of special services

- Payment processing, corporate client and agency support, chat support and solution-oriented customer service

Logistics Analyst

Siscom (for Bridgestone de Colombia) — 2015

- Administrative and operational document management (physical and digitized archive) and supplier and customer support
- Control and monitoring of logistics operations, invoice filing, accounts payable reporting, and container entry/exit management

Logistics Analyst

Casa Luker — 2016

- Control and monitoring of logistics operations on route, driver arrival coordination, and preparation of transport status reports
- Document management and billing systems for the plant

Logistics Assistant

Casa Luker — 2018

- Billing, verification of merchandise entry and exit, inventory support, and customer service
- Preparation of reports according to indicators and administrative file management

Education Bachelor's Degree in Public Accounting (in progress)

UMANIZALES — 2024

Technologist in International Physical Distribution

SENA — 2012–2015

High School Diploma

Colegio Distrital José Eusebio Caro — 2003–2008

Certifications - Basic Power BI (in progress)

- Training in accounting tools and financial processes (work experience)

Languages - Spanish (Native)

- Portuguese (Advanced)

- English (Basic)

Continuous Professional Development Deepening in report automation with Excel and Power BI; improving skills in international reconciliations and asset management.

How My Experience Aligns with This Position Below I detail how my experience aligns with the key requirements:

- **Oversee all billing processes within Clio case management software (required).**: Accounts receivable (AR) management at UPS, including transaction tracking and invoice status changes.
- **Review, update, and correct attorney time entries to ensure accuracy and completeness.**: My education in Public Accounting and experience in accounting and financial roles provides a solid

foundation for this requirement.

- **Generate and distribute client invoices on a consistent schedule, ensuring accuracy and compliance with firm standards.:** Accounts receivable (AR) management at UPS, including transaction tracking and invoice status changes.
- **Collections & Client Communication:** My education in Public Accounting and experience in accounting and financial roles provides a solid foundation for this requirement.
- **Conduct timely follow-up on unpaid invoices to maintain healthy cash flow.:** Experience in billing and invoicing processes in multiple roles, including invoice filing and document management.

I am committed to continuous learning and rapid adaptation to new challenges and tools of the position.

Additional Notes If there are requirements in the job offer that are not explicitly reflected above, I am actively developing transferable skills and learning independently to quickly cover any gaps required by the position.