LAURA P. ARISTIZABAL

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EDUCATION

Universidad Autonoma De Manizales, Colombia
Bachelor's Degree in
System Engineering
Graduated 2017

Emily Griffin Colorado School of English
English Courses
2018 − 2020

Colorado State
Public Notary
Certified 2023

SKILLS

Bilingual fluency in Spanish and English.

Excellent communication and interpersonal skills.

Strong ability to multitask while effectively managing a high paced work environment. Superb attention to detail and organization.

Proficient in computer literacy including Word, Excel, Payroll soft wares, System Engineering soft wares, etc.

Highly motived quick learner with a positive attitude.

REFERENCES

Available upon request

OBJECTIVE

Highly motivated and detail-oriented System Engineer with a passion for numbers and a strong background in accounting. Seeking a challenging position that allows me to leverage my diverse skills to effectively contribute to a dynamic team. Eager to grow professionally in a role that combines my analytical abilities with my appreciation for numbers.

WORK EXPERIENCE

Eco Retaining Walls INC   January 2023 - Present
**Accounting**

Responsibilities include managing all accounting duties using various softwares such as QuickBooks, Raken, Busy Busy, LCP Tracker, Procore, Gcpay and more. Job duties involve weekly completion of Payroll, proper processing of invoices, categorize all expenses made per job site followed by paying any and all outstanding balances/bills for materials used. Effectively reconciling end of month finances. Most importantly, ensuring accuracy and compliance in financial records.

Los Carboncitos Restaurant   January 2021 – January 2023
**Customer Service**

Position consisted of daily face to face interaction with numerous consumers providing excellent customer service. Efficiently managed high volume customer requests as well as regulating customer complaints.

Crhonos ISO Consultores Colombia   May 2018 - November 2020
**Remote Administrative Assistant**

Job duties entail data management, generation of reports consisting of ISO regulations, working alongside laboratories to ensure proper training and certification of programs. Adequately onboarding new clientele, answering questions, confidently providing information, requesting necessary documentation.

Hospital Infantil Rafael Henao Toro   June 2017 – June 2018
**Hospital System Developer**

Developed a comprehensive and extensive system for the hospitals management of patient information. Securely protected confidential patient information through the use of the system developed.