

Luz Stella NIETO MANTILLA

Master II in Economics and Finance – University of Luxembourg

Highly professional Corporate Services assistant with a strong educational background in Economics and Finance, complemented by extensive administrative and financial experience. Knowledgeable in Luxembourg investment vehicle regulations, corporate documentation, and customer relationship management. Fluent in Spanish, English and French; proficient in Luxembourgish and German.



CONTACT

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Nationality: Luxembourgish -
Colombian

Driving License B

LANGUAGES

Spanish	Native
English	Fluent
French	Fluent
Luxembourgish	Intermediate
German	Basic

FAMILIAR SOFTWARE

EViews (Past Use)
Stata (Past Use)

SOFT SKILLS

- Work under pressure
- Team spirit
- Attentive listener
- Sociability

INTERESTS

Writing, reading, sewing,
knitting, crocheting, panting,
dancing, walking, admire the
beauty of nature

PROFESSIONAL COMPETENCIES

- ✓ Drafting legal documents
- ✓ Office Management
- ✓ Corporate Documentation
- ✓ Microsoft Office Suite (Latest Version)
- ✓ Ciel Compta, Avonca
- ✓ Legal Procedures
- ✓ AI Tools: ChatGPT

EDUCATION

2011	Master II in Economics and Finance University of Luxembourg, Luxembourg, (Luxembourg)
2003	Economics Universidad del Atlántico, Barranquilla, (Colombia)

OTHER RECENT CERTIFICATIONS AND TRAINING

2023	Managing and selling investment products Life Long Learning Center, Luxembourg, (Luxembourg)
2018	Overview of Luxembourg company law Life Long Learning Center, Luxembourg, (Luxembourg)
2013	Corporate Accounting Life Long Learning Center, Luxembourg, (Luxembourg)
2024	Luxembourgish, B1 (conversation) Institut National des Langues. Mersch, (Luxembourg)
2023	German, A2 Institut National des Langues. Mersch, (Luxembourg)
2018	Luxembourgish, B1 (grammar) Institut National des Langues. Luxembourg, (Luxembourg)

PROFESSIONAL EXPERIENCE

04.2018 – present	Creative Designer Freelance Luxembourg, (Luxembourg) <i>Led knitting projects, managed individual orders, and coordinate with workers.</i>
04.2017 – 04.2018	Administrative Officer KRIEG & DUTA Law Firm, Luxembourg, (Luxembourg) <i>Managed court cases records, prepared invoices, perform legal procedures.</i>
12.2015 – 01. 2016	Administrative Officer CNS, Luxembourg, (Luxembourg) <i>Verified documents for reimbursement, maintained digital databases, managed mail.</i>
03.2013 – 06.2013	Corporate Officer DELAGARDELLE Law Firm, Strassen, (Luxembourg) <i>Managed corporate documentation for incorporation of companies, organized board meeting, and drafted legal documents, assisted in the process related to the offering of financial vehicles.</i>
02.2012 – 03.2013	Chargée d'étude dans le domaine Financier CAYPHAS Law Firm, Luxembourg, (Luxembourg) <i>Annual statements, corporate accounting. Electronic filing before the Trade Register of annual accounts.</i>