**Maria Padilla**

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**EDUCATION & TRAINING**

**New York City College of Technology** Expected Graduation: 05/2014Long Island City, NY

**Major:** *Bachelor’s of Technology in Graphic Arts Production Management* Brooklyn, NY

**Year Up** Graduation: 07/2012New York, NY

**Major:** *Financial Operations* New York, NY New York, NY

* Year long program providing a 21-week intensive, hands-on professional writing and technical skills development, including a 6 month corporate internship at leading Fortune 500 company. Courses include Information Technology, Business Communications, Financial Operations, Professional Skills and Business Math

**High School of Applied Communications** Graduation: 06/2009

* *Regents Diploma* Long Island City, NY Long Island City, NY

**PROFESSIONAL EXPERIENCE**

**Steelcase 07/2013 - Present**

***Concierge and Loaner Chair Program Manager* New York, NY**

* + Liaison between team, distributors and clientele
  + Product inventory management
  + Ordering and receiving of supplies/refreshments
  + Answering and transferring calls of a multi-line phone system
  + Meeting and greeting clients
  + Microsoft Outlook Management
  + Ensure the Steelcase showroom environment is up to par, accordingly, throughout its daily operations

**AIG 10**/2012 – 10/2012 (Laid off due to Hurricane)

**HR Performance Management Administrator** New York, NY

* **Created and sent Outlook invitations to managers for Employee Performance meetings and sent emails for conference bookings**
* **Organizing and managing corporate calendars**
* **Prepared 25-30 meetings per week nationwide for 15 plus employees, 3 managers and 2 senior executives per group**
* **Liaised with catering team to ensure refreshments for meetings**
* **SharePoint management**

**UBS Investment Bank 0**2/2012 – 07/2012

**Regional Controlling & Accounting Business Analyst (Intern)** Stamford, CT

* Maintained Meridian team SharePoint website providing information of data changes due to reporting requirements to end users
* Created master file of a database with attributes used in pre-processes used to ensure reporting data is aggregated for the Global General Ledger.
* Creating accounting policies that are in liaison with financial regulations
* Created a presentation for a training workshop in London and Zurich, reflecting the changes of pre-processes that are used within the Meridian team due to the Basel III regulations. Acted as a team Subject-Matter Expert on Basel III system changes and saved team over 120,000 Swiss Francs
* Planned and executed 4 events on behalf of the employees, which included an average of 30 attendees per event, all for team-building purposes.
* Team lead for one of the tracks in the 2012 Technology Conference by setting up a video conference room, organized gifts and supplies, introduced guest speakers, troubleshot technical hardware and managed a team of 4 volunteers

**Pistilli Realty02/2007 – 08/2007**

***Office Assistant***Astoria, NY

* Met and greeted all clients and corporate personnel including answering of multi-line phone system
* Electronic and manual filing of essential real estate documents and thorough calendar management
* Ran personal errands as per principal partner

**TECHNICAL & PROFESSIONAL SKILLS**

* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Visio and Outlook - 2003, 2007 and 2011)
* Professional and personal experience with Windows (7 and 8) and Mac Mountain Lion operating systems
* SharePoint (maintenance and design skills)
* Bilingual – fluent in Spanish
* **Event Planning**

**VOLUNTEERISM**

Dress For Success UBS - Take Your Kids To Work Day 2012 JPMC Corporate Challenge 2012 & 2013 UBS - Technology Conference 2012

Saks Fifth Avenue Women’s Day & Evening Fashion for the Yerwood Center UBS Blood Drive