



# MARÍA EUGENIA MARTÍNEZ

## BACHELOR'S DEGREE IN BUSINESS MANAGEMENT AND ADMINISTRATION

*I am a proactive, organized, and responsible person with strong interpersonal skills. I always bring the best attitude to my work and seek a challenging position where I can continue learning, adding value, and growing professionally.*



### CONTACT

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📍 Montevideo, Uruguay



### EDUCATION

**Universidad ORT Uruguay** – B.A. in Management & Administration, Marketing track - 2019 – 2023

**Universidad Católica del Uruguay** – Certificate in Financial Investments Ongoing

**Stella Maris College** – Primary and Secondary Education - 2005 – 2015

**Bachillerato Internacional (IB)** – Law Orientation - 2016 – 2017

### Languages

**Spanish:** Native

**English:** Fluent (bilingual education + IB + IGCSE certification)

**Portuguese:** Advanced (First Certificate, 5 years of study)



### WORK EXPERIENCE

#### Operations & Back Office Analyst

**Pro Capital Sociedad de Bolsa S.A.** - May 2021 – Present

- Manage cash and securities transfers, compliance tasks, and account openings.
- Coordinate directly with Pershing LLC (Bank of New York) for client operations.
- Provide operational and compliance support to financial advisors.
- Collaborated in cross-functional projects to improve efficiency and compliance processes

#### Sales & Administration Manager

**The Baby Market** - July 2018 – May 2021

- Customer service, sales of baby products, and supplier communications.
- Stock management, product ordering, and replenishment.

#### Administrative Intern

**Mazars Uruguay** - January 2018 – July 2018

- Supported client audits and assisted in front desk management.

#### Sales Strategy Support

**Independent Consulting** - 2023 – Present

- Advise companies on building and improving sales strategies.
- Manage and coordinate small-scale projects, ensuring clear goals, timelines, and deliverables.
- Support business growth through structured planning and process optimization.

## **CERTIFICATIONS & COURSES**

- Advanced Excel – BIOS Institute (Completed)
- Certificate in Financial Investments – Universidad Católica del Uruguay (Completed)
- Project Management Program – Santander (In Progress)
- Business & History IGCSE Certificate (English)
- Portuguese First Certificate – 5 years of private study

## **VOLUNTEER & COMMUNITY ENGAGEMENT**

- Volunteer at Hogar Juan XXIII (INAU, San José) – Youth support (2019 – Present).
- Educational support leader at Barrio Santa Eugenia (Asociación Civil Cireneos) (2021 – 2023).
- Catechist for pre-confirmation (2020 – 2023) and confirmation groups (2023 – Present).
- Leader in a community project for children and youth in Barrio Casavalle – Borro (2024 – Present).

## **PROFESSIONAL REFERENCES**

- Carolina Cunha – Compliance Officer at Pro Capital – +598 99 001 117
- Eleonora Accossano – Owner of The Baby Market – +598 99 597 864

## **PERSONAL REFERENCES**

- Pablo Coímbra – Priest in charge of Nuestra Señora de Guadalupe Parish, Barrio Borro – +598 93 588 759
- Verónica Pérez – Director of Hogar Juan XXIII – +598 99 456 975