**ARIADNA OLIVEROS FLORES**

1190 du Fort, 800, Montréal, QC H3H 2B5 | C: 514-583-3405 | aryoliveros@gmail.com

**Profile**

Motivated accounting student looking for an unpaid internship position where I can apply  
and develop my skills. I would like to contribute the company with my knowledge and  
help to achieve the goals efficiently. Interested in bookkeeping, financial advisory or  
taxation areas. I have two years experience as an administrative professional, including  
reporting, event planning, public relations and budgeting.

**Accomplishments**

Reduced office expenses by finding better solutions for suppliers and services. Reduce  
debt by 60%, by generating agreements with suppliers. In addition, finding new  
sponsorships to reduce our expenses in events and generate an increase in revenues.  
Organize all the source document in a most efficient way. Introduce a new system for  
electronic invoices and creating better job descriptions to ensure every position was  
well defined.

**Skills**

Optimistic Good with numbers  
Organized Budget analysis  
Reliable Attention to detail  
Honest Fast learner  
Passionate  
Responsible

**Experience**

**Waitress** Apr 2016 to Current  
**Les Deux Fours** － Montréal, QC

Provide a good service experience for each customer  
Give menu, answer questions and make suggestions regarding food and beverage.  
Assist in keeping the restaurant safe and clean  
Regularly checked on guests to ensure satisfaction with each food course and  
beverages.  
Correctly calculated charges, issued bills and collected payments.

**Pizza Maker** Dec 2014 to Dec 2015  
**Mamas Pizza** － Toronto, Canada

Accepted payment from customers and made change as necessary.  
Checked the quantity and quality of received products  
Cleaned and prepared various foods for cooking or serving pizzas, pastas and  
salads.  
Answered calls to take orders or listen and solving customers inquires and  
complaints.

**Administration Management** Mar 2012 to May 2014  
**AMPROFEC** － Ciudad de México, CDMX

Coordinated logistics for corporate events.  
Developed and administered budgets.   
Wrote professional business correspondence.   
Generated financial reports for management review.  
Effectuate and organize payments before, during and after events.

Redact contracts and negotiate with some sponsorship, suppliers and clients.

Continually monitored and supervise coffee shop and took action to ensure food

Calculate, organize, effectuate and record all the transactions.  
Organize accounts payable and accounts receivable.  
Elaborate invoices.  
Assist in the events coordination and logistic.  
Present final reports and closure for the events with income, expenses,etc.

Coordinator of IAEE certification for professional event planners.  
Assist in the logistic for the National Congress AMPROFEC for 2 years.

**Manager/Owner**  
**Coffee and Friends** － Mexico

In charge of expenses, inventory, budget and events planning.   
Recruit employees; cook and waitress.

quality and service standards were consistently met.  
Menu innovation, creating standard recipe, analyzing cost of production and  
profit per unit.   
Prepare and serve hot and cold beverages.

**Languages**

English, French, Spanish

**Education and Training**

**DEC**, **Accounting and Management Technology**  
Collège LaSalle － Montréal, QC, Canada

**Diploma**, **Business English**  
Aston Toronto - Connect School Of Languages － Toronto, ON, Canada

**Diploma**, **French**  
College Platon － Montréal, QC, Canada

**Bachelor’s Degree**, **Tourism Business Administration**  
UVM Lomas Verdes － Naucalpan de Juárez, Méx., Mexico

**Computer Skills**

Adobe, Microsoft Office, Sage 50, Project Management

2018

2015

2014

2009