



DANIELA LUBINIECKI

Business Management
Hotel Management

CONTACT INFORMATION

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EDUCATION

BACHELOR IN BUSINESS MANAGEMENT

2018

Universidad de Ciencias Empresariales y Sociales UCES

BACHELOR IN HOTEL MANAGEMENT (UNDERGRAD)

2011

La Suisse CEPEC

CERTIFICATIONS

PRODUCT MANAGEMENT

2020

Coder House

UX/UI DESIGN

2020

Coder House

PROJECT MANAGEMENT

2019

Capacitarte

PROTOCOL & SOCIAL ETIQUETTE

2008

La Suisse CEPEC

PROFESSIONAL GOALS

I'm constantly looking for new challenges. I'm passionate about the little details that make a difference and I'm always trying to go the extra mile in order to get better results. My main goal is to keep learning about the finance world in the digital era and combine both disciplines.

EXPERIENCE

ACCOUNTS PAYABLE ANALYST

Hilton Buenos Aires | Jan 2018 - Aug 2020

- Payments, control and audit of expenses.
- Reconciliation of expense and bank accounts.
- Phone and e-mail assistance to suppliers.

INTERNAL AUDITOR

Hilton Buenos Aires | Jun 2019 - May 2020

- Temporary position for maternity leave.
- Billing, income and cash audit.
- Reconciliation of credit card and cash accounts.
- Trainer for cashiers (waiters and front desk receptionists)

SENIOR TAX ANALYST

Ernst & Young | Dec 2014 - Jan 2018

- Review and prep of workpapers and US tax returns (Corps & Partnerships)
- International tax compliance (F 5471, F 8865)
- Team leader of the BA SW Team. Training leader.
- Rotation to the Houston, TX Office (Jan 2016 - Dec 2016)

FRONT DESK RECEPTIONIST

Urbanica The Suites Hotels | Mar 2012 - Dec 2014

- Check in & check out.
- Concierge duties.
- Audit and control of corporate accounts.

CASHIER/WAITRESS

Sheraton Hotel & Convention Center | Sep 2010 - Apr 2011

- Trainee at Pool Snack Bar.
- Cashier duties.
- Bartender and barista.

OTHER COMPETENCES

SKILLS

Proactive
Team player
Critical thinker
Fast learner
Multi-tasker
Adaptable
Detail-oriented

SOFTWARE

Microsoft Excel
Microsoft Outlook
Opera PMS
Symphony
Microstrategy
Figma

LANGUAGES

Spanish (native)
English
Portuguese
French