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MARIA FERNANDA LUGO

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## OBJECTIVE

Expand my knowledge and work skills for a better development in my work area.

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## SKILLS

- Bilingual: English and Spanish, both written and oral communication.
  - Accounting Programs:
    - Sage 50
    - Sage 300
    - e-analytics
  - Interpersonal relationships
  - Organization Skills
  - Team Player/ leadership
  - Office 365 / Outlook
  - Excel / Word
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## EXPERIENCE

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### **Fernanda's Co.**

- 2021- present: My personal business that consists of Social Media Management. This company work for the management of business as restaurants, shops, marketing agencies, foodtrucks, gas station and others who have any social media that's needs to be manage.

### **Verticolor Puerto Rico**

- 2019-2021: Task: accounting, bank reconciliation reports, Journal entries, analyzing general ledger, prepare and analyzing monthly and annual sales reports, annual budgeting, account payable management, account receivable management, cash register closing, inventory management, daily audit (avoiding a 5% to 10% of losses in sales) and customer service.

### **Trends Boutique**

- 2017-2018: Task: Fashion styler, cash register closing, inventory management, customer service and sales representative.

### **GOP Dance Academy**

- 2011-2017: Task: Academy receptionist, customer service, inventory management, events decorations, events organization, cash register closing, production of events, promotions & assistant director.

## EDUCATION

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### **Full Sail University, FL**

2021-(present): Business Entertainment Master's

### **University of Puerto Rico at Cayey**

2013-2019: Bachelor of Arts in Business Administration with concentration in accounting.

Community Involvement: 2016 – 2019: Member of AEC (Association of Accounting Students)