

Maria A. Villavicencio

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EDUCATION

- SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL** Boston, MA
Master's in Public Administration 5/2020
Related courses: Managing Financial Resources, Quantitative Analysis,
Predictive Analytics and Data to Policy.
- ROSARIO UNIVERSITY** Bogotá, Colombia
BS in Economics 10/2016
GPA: 4.23/5
- HARVARD UNIVERSITY** Cambridge, MA
Intensive English program 8/2014

SKILLS

Computer skills: Microsoft Word, Excel, PowerPoint, Tableau, SPSS, Access, SAS, e-Builder, EndNote
Languages: Fluent in English and Spanish

PROFESSIONAL EXPERIENCE

- MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA)** Boston, MA
Project Manager-Diversity and Civil rights Office 1/2020 - 6/2020
- Assist in the implementation of the MBTA's Equal Employment Opportunity (EEO) program to ensure compliance with the Federal Transit Authority.
 - Participate in EEO Audit reviews with internal stakeholders and assist with the presentation of the quarterly report to the General Manager.
 - Assist in the project administration and coordination of departmental reports, data analysis, and database utilizing Excel, Access, and PowerPoint.
 - Working knowledge of AA, Civil Rights (CR), and EEO laws, precedents, government regulations, and Executive Orders.
 - Keep up to date data utilizing Workforce Management tools like PeopleSoft and NeoGov.
 - Serve as a Subject Matter Expert (SME) in the hiring process what implies high attention to detail.
 - Improve business processes by aligning and implementing new technology.
 - Created human resources strategy to attract, reward, and retain diverse employees.
- SUFFOLK UNIVERSITY, OFFICE OF GRADUATE ADMISSION** Boston, MA
Project Manager 9/2018 - 5/2020
- Maintain and organize databases/electronic files of prospective students utilizing Workforce Management tools like Slate and internal software.
 - Keep updated records and create reports with students' data to inform decision-making.
 - Serve as the first point of contact of prospective students. Provide customer experience by email, phone, and face to face.
 - Assist with event planning, including information sessions and other public events.
 - Organize and prioritize workload, assist Manager in scheduling and organizing meetings/events and maintaining agenda up to date
 - Help with the outreach campaign for prospective students and provide technical assistance.
 - Supervised other project coordinator and help build positive relations within the team and prospective students.

DELOITTE

Transfer Pricing Consultant/Project manager

Bogotá, Colombia

1/2017 - 7/2018

- Reviewed integrity of information (financial statements, budgets & operations with related parties) to develop economic models to ensure implementation of Tax policies and Transfer Pricing practices.
- Supported the planning and coordination of the work schedule to be followed by the client and assigned tasks accordingly.
- Oversaw tax research projects for clients in diverse industries, participate in engagements, require tax analysis for a variety of entities and their affiliates with a high attention to detail.
- Researched and analyzed a wide range of tax issues such as deferred tax liability issues and tax implication of financing techniques.
- Supervised and trained junior consultants.
- Guided planning and optimizing transfer-pricing policies, including a complete study (Local File, Master File, and Country-by-Country Report) to be delivered to the tax authority.
- Served as the primary points of contact for clients (face-to-face, email, and phone).
- Communicating deadlines and able to collaborate effectively with others in fast-paced situations.
- Kept all members (Senior level Managers/stakeholders) of the team up-to-date with relevant project/client information.
- Organized and prioritized workloads according to tight due dates of the clients with the flexibility to work in a 24x7 office environment.

MISSION OF COLOMBIA TO THE UNITED NATIONS

Project Coordinator

New York City, NY

1/2016 - 12/2016

- Supported the planning and coordination of a program and activities led by the Colombian Government, including logistics of special events of the Mission.
- Managed the Ambassador's agenda.
- Conducted research on a wide range of topics related to the Mission and prepared reports of meetings, negotiations, and events at the United Nations.
- Developed and evaluate programs led by the Colombian government.
- Managed communications including speeches, verbal and diplomatic notes between the Mission and other missions and the UN, prioritizing workloads and deadlines.
- Supported the translation of speeches and documents used daily in the Mission.

ROSARIO UNIVERSITY

Class Coordinator

Bogotá, Colombia

1/2013 - 12/2013

- Prepared paperwork and order material (if needed) for class.
- Managed communications between professors and students.
- Ensured technology is working correctly for all operations (video conferencing and presentations)