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## PROFESSIONAL SUMMARY

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Dynamic and bilingual finance professional with a Bachelor's in Finance and International Relations and pursuing an Associate in Business Administration. Experienced in optimizing investment strategies, managing risks, and delivering tailored financial solutions. Proven in developing financial plans, leading teams, and managing operations to achieve organizational goals. Looking to collaborate with a talented team in a supportive environment equipping me with the skills and expertise to advance in my career.

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## SKILLS

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- Financial Analysis & Modeling
- Risk Management
- Business & DCF Valuation
- Project Design & Valuation
- Client Relationship Management
- Teamwork & Adaptability
- Strategic Thinking
- Spanish, English, Portuguese

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## EDUCATION

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### MIAMI DADE COLLEGE

**Associate in Business Administration** | *Dec 2024*

*Relevant Coursework:* Managerial Accounting, Investments - Stocks and Bonds, Banking Fundamentals, Evolution, and Compliance.

### UNIVERSIDAD EXTERNADO DE COLOMBIA

**Bachelor's Degree in Finance and International Relations with an emphasis on Corporate Finance** | *Dec 2021*

*Relevant Coursework:* Valuation of Financial Assets, Hedging of Risk with Derivatives, Financial Risk Analysis, Financial Strategy.

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## PROFESSIONAL EXPERIENCE

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### MIAMI DADE COLLEGE – THE HONORS COLLEGE

**P/T Office Specialist** | *Oct 2023 - Present*

- Compile and analyze reports, contributing to strategic decision-making of the program.
- Process and manage requisitions, budget transfers, and online payrolls, ensuring accuracy and compliance with financial protocols.
- Serves as a liaison with campus and district departments, as well as students and clients, enhancing operational efficiency and fostering collaborative relationships.

### INSTITUTO DE CULTURA BRASIL COLOMBIA

**Junior Commercial Coordinator** | *Jan 2022 - June 2022*

- Developed and monitored the commercial area budget, optimizing resource allocation to drive financial performance.
- Led a sales team in daily operations, achieving targets through strategic planning and effective team management.
- Managed new agreements and strategic alliances with state entities and private companies, strengthening the organization's market position.

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**Commercial Area Intern** | *Feb 2021 - Dec 2021*

- Prepared and monitored the commercial area budget, providing financial insights to support decision-making.
- Evaluated agreements and summarized financial projections and cash flow, enhancing financial planning and risk assessment.
- Standardized processes and supported the management of new agreements and strategic alliances, improving operational consistency and data accuracy.

**CENTRO DE DESARROLLO TECNOLÓGICO PARA LA SOSTENIBILIDAD Y COMPETITIVIDAD REGIONAL (C-STAR)**

**Research Assistant** | *Nov 2020 – Dec 2020*

- Analyzed primary and secondary sources related to Departmental Strategic Plans in Science, Technology, and Innovation, contributing to the development of the Departmental Strategic Plans in Science, Technology, and Innovation of Pore Casanare 2020-2023.