

# MARIA SOFIA ZALAUQUETT

New York, NY · (917) 913-5805 · [sofi.zalauquett@gmail.com](mailto:sofi.zalauquett@gmail.com)

## PROFESSIONAL EXPERIENCE

### **BNP Paribas CIB**

*ITO/Operations Transformation Analyst, Project Manager*

**New York, NY/Jersey City, NJ**

*August 2022 – Current*

- Drive 5+ project management plans end-to-end while collaborating and coordinating with 30+ local and global teams.
- Produce project reports and impact assessments to present to senior management on bi-weekly Steering Committees.
- Created new end-of-day reports on failed and unmatched cash product trades to avert financial risks.

*Operations Rotational Analyst*

*July 2021 – July 2022*

- Deployed a multi-system reconciliation report to facilitate the investigation of breaks and prioritization of solutions.
- Orchestrated onboarding and recertification process for over 100+ corporate clients through the completion and recollection of documents, diligently following the firm's Know Your Client and Confidentiality policies.

### **Clikalía Real Estate**

**Madrid, Spain**

*Finance Department Intern*

*June – August 2019*

- Negotiated new office facility spending generating 10% monthly cost savings.
- Managed invoice processing and ensured financial accuracy by leveraging Excel and SaaS accounting.

### **Undergraduate Research Experience, Boston University**

**Boston, MA**

*Research Assistant*

*September 2018 – May 2019*

- Analyzed chapter outlines research for Professor's book on robotics and artificial intelligence using Airtable.

### **Nautilus Lanzarote Hotel**

**Lanzarote, Canary Islands**

*Summer Intern*

*June – July 2018*

- Provided best-in-class front desk customer service during peak hours, checked-in guests, and arranged transportation.

## VOLUNTEERING & LEADERSHIP

### **Chuco Collages**

*Magazine Collages & Prints Designer*

**Fashion, Art & Design (FAD) Market**

*October 2023 – Current*

- Designed and sold original magazine art collages and prints at Fashion, Art & Design Market in Governors Island, NY.

### **Leaders for Tomorrow**

**BNP Paribas CIB**

*Emerging Leader*

*October 2023 – Current*

- Selected as an Emerging Leader for Leaders for Tomorrow, representing a select group of BNP Paribas worldwide.

### **¡HOLA! Employees Resource Group**

**BNP Paribas CIB**

*Marketing & Communications Leader*

*May 2023 – Current*

- Marketing & Communications Committee Leader for Hispanic and Latinx Employee Resource Group.

### **Analysts & Associates Junior Board**

**BNP Paribas CIB**

*Network and Mobility Leader*

*January 2022 – December 2023*

- Launched the *Dual Networking* event series with 200+ analysts and managers to promote networking and mobility.

### **Bridging the Gap**

**BNP Paribas CIB**

*Logistics Leader*

*December 2022 – August 2023*

- Led *Bridging the Gap* event series with the Operations Chief of Staff to strengthen teams' relationships.

### **IT & Operations Townhall**

**BNP Paribas CIB**

*Moderator*

*April 2022*

- Selected to present Americas' bi-yearly town hall to 250+ employees on BNP Paribas ITO's developments.

## EDUCATION

### **Boston University, Bachelor of Arts**

**Boston, MA**

Double Major in Economics and International Relations

*May 2021*

- GPA: 3.58/4.00
- Dean's List: Spring 2018, Spring 2019, Spring and Fall 2020
- Coursework: Statistics II, Micro/Macroeconomics II, Computer Science, Project Management

## SKILLS

- Languages: Spanish (native), French (conversational)
- Computer: Python, HTML, CSS, Stata, Airtable, StorQM, Power BI, MS Office
- Interests: Jewelry making, sustainable architecture, magazine art collages, floristry, reading novels, running, dance