

# Steven Urgiles Noguera

Bachelor's in Business Administration (Degree under validation by WES)

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## Objective

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Aspiring to a position in accounting or finance where I can apply my knowledge of business administration and further develop my practical experience. Focused on obtaining my CPA certification. Experienced in tax preparation, account reconciliation, and customer service. Eager to contribute to organizational success through analytical and financial expertise.

## Experience

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### Tax Preparer (Temporary Position)

First Choice: Tax Service & Institute LLC | East Haven, CT

December 2023 – April 2024

- Assisted clients with preparing individual tax returns, ensuring accuracy and compliance with current tax laws.
- Reviewed financial documents, such as W-2s, 1099s, and other supporting records, to ensure proper deductions and credits.
- Provided exceptional customer service by explaining tax processes and answering questions regarding tax filings.
- Worked efficiently under tight deadlines, maintaining a 100% on-time filing record.

### Administrative Assistant

La Motora | Ecuador

April 2021 – September 2021

- Managed account recovery by contacting clients with outstanding debts.
- Conducted account reconciliations by reviewing historical records and bank statements to balance payments and pending amounts.
- Prepared invoices based on specific client requests and maintained accurate transaction records.
- Updated and managed Excel spreadsheet to track accounts receivable and report received payment.
- Received recognition from management for successfully reconciling accounts more effectively than in previous years.

### Warehouse Associate

Amazon Fulfillment Center | North Haven, CT

June 2022 – Present

- Executed essential tasks in picking, packing, and induction, ensuring operational accuracy and meeting performance standards in a fast-paced environment.
- Currently seeking opportunities to expand responsibilities within the Problem Solve department to further contribute to operational success.
- Enhanced attention to detail by executing tasks that require high precision, ensuring accuracy in inventory management and operational processes.

**Sales Agent**  
**Movistar | Ecuador**  
June 2020 – April 2021

- Sold mobile data plans and devices, ensuring customers find the most suitable solutions for their needs.
- Provided excellent customer service by addressing inquiries, resolving issues, and assisting clients in selecting products and services.
- Delivered clear and accurate product and service information to enhance customer understanding and satisfaction.
- Conducted field sales by engaging with potential clients in person, helping to expand the customer base.
- Maintained detailed records of sales and customer interactions to support efficient service and follow-up.

**Education**

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**Bookkeeping Certification** (In progress)  
Gateway Community College, Connecticut  
Expected May 2026

**Bachelor's Degree in Business Administration**  
Universidad del Azuay, Ecuador  
Graduated: 2019 (WES validation in progress, expected March 2025)

**Leadership and Volunteer Experience**

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- **President** – Universidad del Azuay, Ecuador
  - Represented the entire university, leading initiatives to enhance student engagement, academic programs, and collaboration between students and faculty.
- **President** – Faculty of Business Administration, Universidad del Azuay
  - Led the faculty, overseeing academic projects, events, and resource management to improve student experience.
- **Vice President** – School of Administration, Universidad del Azuay
  - Supported academic and administrative efforts, promoting initiatives to benefit students and strengthening the program.
- **Political Campaign Support** – City Council Candidate, Ecuador
  - Managed accounting records and coordinated logistics for campaign events, ensuring efficient resource allocation and stakeholder communication.

**Event Organizer**

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- **Startup Weekend Cuenca 2018:** Managed logistics for an event fostering innovation among entrepreneurs.
- **Moving Forward:** Led an event promoting female entrepreneurship in Cuenca.
- **Tedx Joven Cuenca:** Supported event coordination and logistics.

**Languages**

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- Spanish: Native
- English: Upper-Intermediate / Low Advanced (B2-C1)