Francisco Villanueva F. Guzmán

Financial Business Administrator and Analyst

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PROFESSIONAL SUMMARY

Analytical business administrator with 5+ years of corporate experience in accounting, tax compliance and process automation. Specialized in turning complex data into clear solutions using Advanced Excel (Power Query), QuickBooks Online, SAP and Python. Strong skills in client advisory, resolving discrepancies and maintaining data integrity for multinationals and SMBs.

WORK EXPERIENCE

May 2026 – Present | Finance, Data Quality & Automation, Misión en el Ártico (MeA), Mexico City

Fresh-produce agribusiness company

Between September and November 2026, I designed, built and put into operation five internal systems for finance, data quality and operations. Evidence: 221 pull requests (209 merged), ~950 tickets (~750 closed) and 650+ of my own commits across 8 repositories, plus ~200 commits by AI agents that I directed and reviewed.

- **13-week cash flow forecast:** designed from scratch the engine that separates each flow (payroll, suppliers, collections, agricultural contracts, checks in transit), reconciles against bank data, and stores every run so it is repeatable and auditable. Moved the forecast from weekly to a daily run with a one-page executive view for the finance director.
- **Data quality:** took over an audit system on the data warehouse (production, receipts and freight) and scaled it with anomaly tracking through to closure, per-area alerts, KPIs and a website where teams explain each anomaly. Launched a daily list of product receipts missing their source field lot so traceability is fixed the same day.
- **Payroll journal entry:** automated it in three days (reading the provider's PDF reports, validating cost codes, reconciling and producing the ERP import file), validated beforehand against two historical payrolls.
- **Accounting automation hub:** one-click start-of-day routine, check uploads for reconciliation, journal entry downloads and monthly expense packages for operations management.
- **Forecast quality control:** measured accuracy week over week against actual bank movements, fixed root causes of omitted payments and double-counted collections, and added controls and alerts for stale inputs.
- **Tool to coordinate AI coding agents** (VS Code plugin and extension) with control rules enforced in code and human approval of changes.
- **Close and collaboration:** kept the monthly close running during a controllership handover, wrote step-by-step guides for recurring entries, and worked with data engineering and business teams using documented decisions (17 ADRs and 120+ logged decisions) and reviewed PRs.

Aug 2025 – May 2026 | QuickBooks Live Expert Bookkeeper, Intuit (Concentrix), Mexico City (On-site)

- Provided expert bookkeeping advice to U.S. small businesses, ensuring accuracy under GAAP principles.
- Led Resolution Rate and TNPS metrics while keeping call AHT under 30 minutes.
- Resolved accounting discrepancies ("messy books") by designing algorithms and step-by-step instructions for clients.
- Translated technical accounting concepts into accessible language using practical analogies.

Jun 2025 – Jul 2025 | Accountant, Tax & Compliance (Project), Confidential, Mexico City (On-site)

- Managed multi-jurisdictional U.S. tax compliance (HOT and STR taxes).
- Resolved historical notices by reconciling records between Avalara and government portals via Looker.

May 2023 – Present | Data Management Consultant, Digital Vanna, Mexico City (Remote, Part-time)

- Manage the integrity of critical spreadsheet data that supports SaaS dashboards.

Oct 2022 – Feb 2024 | Tax Specialist, Unilever, Mexico City (On-site)

- Used SAP for nearly two years for data extraction, general ledger and tax reporting support.
- Sole owner of tax compliance for Uruguay, and contributed to tax calculation for Ecuador.
- Automated a complex tax reconciliation process in Excel, reducing errors and simplifying audits.

Oct 2019 – Jan 2022 | Learning Coordinator / Experience Assistant, Deloitte, Mexico City (On-site)

- Consolidated massive attendance reports from hundreds of files using Excel Power Query.
- Designed dynamic dashboards for training metrics, meeting "Big Four" firm standards.

EDUCATION & ACHIEVEMENTS

2017 – 2024 Bachelor's Degree in Business Administration, Escuela Bancaria y Comercial (EBC), Mexico City. GPA: 8.6/10

2024 Ceneval Award for Outstanding Performance (EGEL), Ceneval, national level. Outstanding results, excelling in Finance and Human Resources.

SKILLS

Technical: Advanced Excel (Power Query, Pivot Tables, VBA), QuickBooks Online, SAP, Avalara, Looker, Power BI, Python (pandas, SQLAlchemy, FastAPI), SQL (T-SQL and Oracle), TypeScript/Node.js, GitHub Actions, Docker, Azure, pytest.

Soft skills: Complex Problem Solving, Client Advisory, Assertive Communication, Project Leadership.

Languages: Spanish (Native), English (Advanced / Professional).