
SUMMARY OF QUALIFICATIONS

Dedicated, conscientious and resourceful bi-lingual accounting student with proven organization, attention to detail and analytical skills. Known for initiative, integrity and ability to lead and collaborate with others. Excels in communication skills and goal attainment with accurate, quality work.

EDUCATION

Marian University

Bachelor of Science in Accounting (*150 credit hour CPA preparatory degree program*)
Minors: Spanish and Pastoral Leadership

Indianapolis, IN

Exp. May 2019
GPA: 3.05/4.00

Honors

- *Center for Leadership Scholarship*, commitment in self-discovery and career exploration
 - *San Damiano Scholarship*, which focuses on service and leadership
-

RELEVANT EXPERIENCE

OneAmerica

IT Business Operations Intern

Indianapolis, IN

May 2017 – August 2017

- Set specific, measurable, achievable, relevant and timely goals and reported progress to manager
- Evaluated current company onboarding process as part of Summer Intern Project to create innovative recommendations
- Collaborated with associates to document company procedures

Indiana CPA Society

Accounting Intern

Indianapolis, IN

April 2016 – January 2017

- Expedited posting of dues payments received daily in accounting software
 - Efficiently assisted Staff Accountant in preparation of month end activities
 - Participated in various networking opportunities
-

ADDITIONAL EXPERIENCE

Marian University IT Helpdesk

Student Helpdesk Technician

Indianapolis, IN

August 2016 – Present

- Demonstrate telephone etiquette to effectively communicate with university community
- Accurately define problems, collect data, establish facts, and draw conclusions

The Indianapolis Zoo

Admissions Team Member

Indianapolis, IN

March 2016 – May 2017

- Worked positively with department volunteers, staff and management to provide guests with an extraordinary experience
 - Facilitated and resolved customer dissatisfaction specifically with Spanish speaking guests as part of being membership trained
-

CO-CURRICULARS

- Presidential Ambassador August 2016 – Present
- National Society of Leadership and Success August 2016 – Present
- Confirmation Course Facilitator August 2015 – Present
- Alpha and Omega Youth Group Leadership January 2011 – Present