

STRENGTHS

- Analytical Skills: Expertly applied analytical skills to identify inconsistencies in financial data, providing actionable solutions.
- Data Management: Created an effective tracking mechanism that streamlined cash handling and optimized account reconciliation processes.
- Communication: Establish clear communications with peers and faculty, cultivating cooperative relationships vital for project success.
- Team Collaboration: Worked proactively within diverse teams, delivering on shared objectives that enhanced group performance without conflict.
- Organizational Skills: Optimally organized financial documentation, ensuring easy retrieval and aligned with institutional policies at all times.

SKILLS

- Financial Reporting
- Data Analysis
- Microsoft Excel
- Accounting Software
- Team Collaboration
- Attention to Detail
- Budgeting
- Cash Handling
- Problem Solving
- Research Skills
- Time Management
- Auditing
- Documentation
- Statistical Analysis
- Professionalism
- Client Communication

SUMMARY

Detail-oriented accountant with over a year managing financial documentation and data analysis. Proven ability to handle records meticulously while securing sensitive information per company policy. Skilled in preparing precise financial reports, handling invoices, and account statements efficiently. Committed to fostering strong team relationships to uphold organizational goals. Eager to support operational efficiency and accuracy of financial transactions through continuous improvement efforts.

EDUCATION

Bachelor's Degree in Accounting
Rhode Island College GPA: 3.75 2026 Providence, RI
Coursework: Financial Reporting, Data Analysis, Cost Accounting, Taxation

TECHNICAL SKILLS

- Financial Software: QuickBooks, Xero, Oracle Financial Services
- Data Analysis Tools: Excel, Tableau, R
- Reporting Software: Crystal Reports, Microsoft Access, SAP
- Programming Languages: Python, SQL, VBA
- Collaboration Tools: Slack, Microsoft Teams, Google Workspace
- Document Management Systems: SharePoint, Dropbox, DocuSign
- Audit Tools: ACL, IDEA, Manual Audits
- Project Management Software: Trello, Asana, JIRA
- Statistical Tools: SPSS, SAS, MATLAB
- Presentation Software: PowerPoint, Prezi, Canva

EXPERIENCE

- Student Accounting Assistant
University Research Lab January 2025 - Present Providence, RI
Supporting financial management for university projects focusing on accurate record keeping, budgeting analysis, and procedural enhancements.
Assisted maintaining precise financial documentation for multiple research projects, organizing receipts and invoices systematically.
Collaborated closely with faculty members to prepare and analyze budgeting reports, supporting departmental decision-making.
Developed an efficient tracking system for cash handling, ensuring deposits were processed timely while reconciling accounts consistently.
Conducted thorough monthly audits of financial documents, promptly identifying discrepancies and proposing effective solutions.
Created user-friendly spreadsheets summarizing financial data, enhancing accessibility and clarity for stakeholders.
Contributed significantly during grant applications by arranging detailed financial documentation.
- Capstone Project Developer
Student Innovation Lab September 2024 - December 2024 Providence, RI
Led initiatives to develop a financial tracking application, focusing on improving data management for student-led projects.
Spearheaded development of a financial tracking app streamlining data entry and reporting for student initiatives effectively.
Engaged in coding and testing phases utilizing Excel alongside programming languages to assure intended functionality.
Presented outcomes and findings enthusiastically to peers and faculty, receiving accolades for attention to detail and clarity of presentation.

LANGUAGES

|         |            |
|---------|------------|
| English | Native     |
| Spanish | Proficient |

MY CAREER



- Student Accounting Assistant at University Research Lab (1.6 Years)
- Capstone Project Developer at Student Innovation Lab (3 Months)
- Financial Data Analyst at Academic Research (1.2 Years)

- Conducted user requirement analysis and integrated peer feedback into the project for ongoing enhancement.
- Collaborated actively within a team to draft comprehensive documentation outlining project processes and financial guidelines.
- Demonstrated robust project management capabilities by adhering diligently to scheduled deadlines while engaging stakeholders productively.

Financial Data Analyst

Academic Research 📅 June 2023 - August 2024 📍 Providence, RI

Analyzed complex financial datasets supporting university research projects, ensuring alignment with academic objectives.

- Performed extensive financial analysis, contributing essential insights for various university-sponsored research projects.
- Compiled and safeguarded databases holding critical financial records, affirming data integrity throughout.
- Assisted thoroughly in crafting robust financial reports elucidating key findings for comprehensive research presentations.
- Collaborated dynamically with faculty to adapt financial procedures aligning with overarching research goals, improving operational effectiveness.
- Engineered automated data entry solutions decreasing errors and saving valuable time across research teams.
- Gained hands-on experience working extensively with advanced financial software applications and data management systems.

LEADERSHIP & AWARDS

- Dean's List, Rhode Island College, 2024
- Recipient of the Accounting Excellence Scholarship, 2023

CERTIFICATIONS

- Google Data Analytics Certificate 📅 2026
- Excel for Business Certificate 📅 2025

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, Rhode Island College
- Volunteer, Financial Literacy Program for Local High School Students

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST