

MY CAREER



- Project Accountant at Innovative Contracting Solutions (2.2 Years)
- Accounting Assistant at Blue Sky Construction (2.2 Years)

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2026 📍 Chicago, IL
Coursework: Financial Accounting, Managerial Accounting, Cost Accounting, Business Communication

CERTIFICATIONS

- Certified Bookkeeper 📅 2026
- Advanced Excel Certification 📅 2026

TECHNICAL SKILLS

- **Spreadsheet Software:** Microsoft Excel, Google Sheets, Lotus 1-2-3
- **Accounting Software:** QuickBooks, Sage Intacct, FreshBooks
- **Financial Reporting Tools:** Tableau, Power BI, Crystal Reports
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Data Management Systems:** Oracle, SAP, Salesforce
- **Cost Tracking Software:** Smartsheet, Procore, Buildertrend
- **Payment Processing Systems:** PayPal, Stripe, ACH transfers
- **Document Management:** Dropbox, OneDrive, Google Drive
- **Assessment Tools:** Audit Command Language (ACL), SSRS, MS Access
- **Professional Networking:** LinkedIn, Industry Conferences, Webinars

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of Professional Bookkeepers
- Participated in local nonprofits addressing financial literacy in underserved communities

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST