

FIRST LAST

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EDUCATION

Scottsdale Community College, Scottsdale, AZ

Associate in Applied Science in Accounting

May 2025

- Honors Program GPA 3.8
- Relevant Courses: Payroll Accounting, Tax Accounting, Payroll, Sales and Property Taxes

ACCOUNTING INTERNSHIPS

O'Malley & Berberich CPA Firm, Scottsdale, AZ

Summer 2024

Tax Preparation Intern

- Prepared income tax returns for local, state and federal representation
- Conducted industry research and peer benchmarking, and created marketing materials for clients
- Participated in a summer project pitching 2 financial solutions for a Fortune 500 company to management
- Received a full-time offer to continue to serve as an analyst following undergraduate experience

ESG Accounting, Scottsdale, AZ

Spring 2024

Bookkeeping and Payroll Intern

- Utilized QuickBooks software to send custom invoices and accept payments
- Efficiently and accurately completed weekly payroll, payroll taxes and adjustment of teams hours
- Tracked income and expenses to provide multiple departments with financial updates.

RELATED EXPERIENCE

Natural Science Division at Scottsdale Community College, Scottsdale, AZ

Front Desk Analyst

2021-2023

- Managed department calendars, classroom reservations, external stakeholder presentations for audiences up to 200 students
- Designed department Standard Operating Procedures and dedicated 6 hours a week to office operations

Peer Tutor

- Consulted with up to 15 students daily on notetaking, assign and other skills related to the job search process for both internship programs and career opportunities on a personalized basis
- Delivered informational presentations for student organizations and clubs to increase office attendance

PROJECTS

Young Rising Professionals Conference, Phoenix, AZ

Event Developer

May 2017

- Created and executed a 2 day conference at Leonardo da Vinci High School alongside a team of 5 peers
- Educated 70 students on the meaning of women empowerment and facilitated a positive learning environment
- Grew the number of participants by 50% over the course of two days

Language: intermediate proficiency in Spanish

Technical Skills: QuickBooks, Microsoft Suite, Google Suite

Affiliations: DECA Club Member, Chess Club Member, Service Learning participant for SCC Food Drive Collection Contest, CNUW Burrowing Owl Habitat Assembly