

# Stephanie Mendez

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(847) 894-0592

## Current Address

Marie Robinson Hall 248D  
811 West Maxwell Street  
Chicago, Illinois 60608  
Until May 2012

## Permanent Address

2446 South Whipple Street  
Chicago, Illinois 60623

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## Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work with people.

## Education

### University of Illinois at Chicago

College of Business Administration  
*Bachelor of Science candidate, May 2013*  
Major: Finance

### Eastern Illinois University, Charleston, Illinois

Pre-Business, May 2011  
GIA Academic Achievement Scholarship, Fall 2009

## Internship Experience

### Castwell Products, LLC, Skokie, Illinois

Accounting Intern, May 2011 – August 2011

- Shadowed accounts payable/receivable departments
- Processed account payable invoices
- Organized all invoice paperwork
- Assisted with month end reports
- Maintained office supply inventory

## Activities

### Latino Association for Business Students, Fall 2011 – Present

- Active member
- ALPFA Chicago member

**Treasurer**, Spring 2012

### Treasurer of Kappa Delta Sorority, November 2010 – May 2011

- Created a yearly budget of chapter's funds
- Kept updated monthly financial reports
- Deposited chapter members' monthly dues
- Reimbursed chapter members when needed
- Budgeted and managed money for the chapter

### Kappa Delta Sorority, September 2009 – May 2011

- Participated in fundraising over \$1,000 for the Charleston Children's Advocacy Center
- Promoted friendship and confidence in women throughout EIU's campus
- Participated in self-esteem building activities with the Girl Scouts
- Assisted in organizing recruitment scoring process

### Latin American Student Organization (LASO), Fall 2009 – May 2011

- Attended weekly meetings
- Helped organize events for Latin-American Heritage Month
- Promoted the Latin-American culture around EIU's campus

## Volunteer Activities

Junior Achievement

**Skills**

Proficient in Microsoft Word, PowerPoint, Excel and AS400.