

Elisa Cervantes
5358 S. Talman Ave.
Chicago, IL 60632
(773) 816-9116
elisa_cervantes@yahoo.com

Related Skills

-Excel
-Basic Accounting
-QuickBooks
-Bookkeeping
-MS Word
-Fluent in Spanish
-PowerPoint
-Records Management

Education

2010 *University of Illinois at Chicago* Chicago, Illinois
College of Business Administration
Bachelor of Science in Accounting Candidate
Degree Expected: December 2012 GPA: 3.3

2009 *Richard J. Daley College* Chicago, Illinois
Associate in Arts Degree Received July 25, 2009
Degree Received with Honors

2006 *Spanish Coalition for Jobs, Inc.* Chicago, Illinois
Bilingual Medical Assistant Certificate Received
1997 **Office Technology Certificate Received**

Memberships / Volunteer

2010- **ALPFA Member** Chicago, Illinois
Present **LABS – Latino Association of Business Students, Social Director**

2011 **Ladder Up** Chicago, Illinois
Tax preparer
-Prepare tax returns for low-income families

Employment

2007- **Certified Medical Assistant** Chicago, Illinois
2008 *Rush University Medical Center*

-Maintain patient flow
-Call in prescriptions
-Communicate with patients

-Assist with appointment scheduling
-Maintain patient charts

1997- **Legal Assistant / Bookkeeper** Evanston, Illinois
2006 *Bischoff & Associates, Ltd.*

-Administrate accounts payables and receivables -Prepare bank reconciliations
-Prepared monthly invoices and statements -Oversee and prepare timesheets
-Control client communication -Train new employees
-Maintain office inventory -Organize client files
-Manage client budget accounts -Manage client liability insurance

2004- **Finance Department Temporary Employee** Phoenix, Arizona
2005 *Aijilon Finance / Finance Department at Catholic Healthcare West*
First Employment Services, Inc. / Accounting Department at XPEDX

- Audit corporate business credit card accounts
- Communicate with corporate cardholders and vendors regarding discrepancies
- Direct mail and invoices
- Control Switchboard