

# JHOSELIN ESPINOZA

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Cicero, Illinois 60804

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## OBJECTIVE

Seeking a part-time or internship position where I can utilize and further develop my analytical and leadership skills.

## EDUCATION

### University of Illinois at Chicago

College of Business Administration

Bachelor of Science Candidate,

Degree expected: May 2012

Major: Accounting GPA:2.96/4.0

Minor: Management Information Systems

## SKILLS

*Software:* MS Word, Excel, Power Point,

Fluent in Spanish

## ACTIVITIES AND ACHIEVEMENTS

CBA Future Business Innovators Recipient 2008-2012

*Business Career Center Ambassador*

Caterpillar Scholarship Recipient 2010

Polk Brothers Scholarship Award Recipient 2011-2012

Alpha Delta Rho Multicultural Sorority 2010-Present

*Founder 2010/President 2011-2012*

*Treasurer/Secretary 2010-2011*

*Volunteer Community Hours* At least 10 hours a semester

Latino Association of Business Students *Member* 2010-Present

*Secretary* 2011-2012

Students for Students Organization 2011-2012

*Mentor for Morton East High School Students*

## EXPERIENCE

**CBA Future Business Innovators Recipient** 2008-2012

*Business Career Center Ambassador*

- Input and update data in Excel worksheet
- Help update and manage College of Business database
- Sent out emails
- Organize student information, portfolios, papers

**Learning Sciences Research Institute** Chicago, Ill 2011-Present  
UIC Campus

*LSRI Assistant Student Accountant*

- Reconcile Grant and State Funds In Excel worksheets
- Reconcile Grant and State Funds using Accounting Summaries
- Manage transfers from one fund to another

- Update Salary Sheets in excel
- Updating Funds Expense Reports
- File an invoices for grants
- Receive budgets and integrating into excel worksheets

**Walgreens** Lyons, Illinois

2008-2011

*Beauty Advisor*

- Maintained and balanced cash registers of up to \$1000 daily
- Managed the Cosmetic Department
- Advised customers about current and upcoming product details
- racked inventory through periodic inventory counts

**Kerasotes Theaters, Inc.** Cicero, Illinois

2006-2008

*Floor Staff and Crew Leader*

Supervised and delegated duties to up to 15 floor staff

Managed cash registers in ticket booths and concessions

Counted and recorded inventory into the inventory system

Developed communication skills through sales and service

Assisted managers with calculating money from daily register transactions