

Rogelio Loya

12556 Greenwood Avenue Blue Island, Illinois 60406

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Education

University of Illinois at Chicago

College of Business Administration

Bachelor of Science candidate, Degree expected: May 2012

Major: Accounting GPA 3.29 /4.0

Relevant Experience

M.A.G. and Associates, Burbank, Illinois April 2010-October 2010

Accounting Assistant/ Customer Service Specialist

Uploaded and opened new files on firm database: CRM, File Cabinet CS

Handled personal and confidential information

Communicated with clients to analyze questions/concerns

Organized expenses, office files and information from clients

Additional Experience

Moraine Valley Community College, Palos Hills, Illinois September 2009-April 2010

Primary Business Tutor

Tutored up to five students simultaneously in Accounting, Economics, Business, Developmental and College Mathematics

Developed students skills: eased test anxiety, enhanced studying

Ensured students understood the material

AutoZone Alsip, Illinois February 2008-October 2009

Customer Service Representative

Developed professional relationships with customers

Demonstrated product knowledge of parts and accessories to customers

Marketed and sold products to meet quotas

Skills

Computer Software: Proficient in Microsoft Word, Excel, PowerPoint

Language: Working knowledge of Spanish

Activities

Latino Association of Business Students, member Student Relations Director

Association of Latino Professionals in Finance and Accounting, member

Ladder UP program, volunteer