

Lucia Gonzalez

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Phone- (773) 517-4742

Education

University Of Illinois in Chicago (UIC),

College of Business Administration

2009-Present; (GPA- 3.0)

Business Management Major

Skills

Software: MS Word, Excel PowerPoint,

Fluent Spanish Speaker

Awards & Accomplishments

* Church Choir Member

* ESL Certified Tutor

* Future Business Innovators

Scholarship Recipient

* Student Council Member/ Mikva

Challenge

Employment

ComEd- Summer Intern 2010

Exelon Corporation, Revenue Management

- Worked with Excel and various programming systems.
- Recorded Weather and issued electricity cuts.
- Worked with company's Life Support Issues

UIC, Office Assistant and Test Proctor

University of Illinois in Chicago

2009-Present

- Answer Questions about Testing
- Proctor Test and work front desk

Exelon, Legal Department Intern

2008

Exelon Corporation, Legal Department

- Organized and maintained files
- Typed and made copies as assigned

Always Cellular, Sales Associate

2007- 2008

Cellular Lansing, Illinois

- Customer Service and Sales