

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: December 2025

Major: Accounting with Data Analytics Concentration

Major: Management Information Systems | **GPA:** 3.75

Expected credits: 150 by May 2026

Selected Courses: Intermediate Accounting I, Cost Accounting, Digital Systems

BUCKS COUNTY COMMUNITY COLLEGE – Newtown, PA

Associate of Arts, Business Administration

Graduation: August 2023

Awards: Dean’s List: Spring 2022, Spring 2023

ACTIVITIES

Member, Temple Consulting Club

January 2024 – Present

Member, Women in Business at Temple University

January 2024 – Present

EXPERIENCE

VOLUNTEER INCOME TAX ASSISTANCE, Ambler, PA

January 2024 – Present

Tax Preparer

- Prepare income tax returns for individuals who earn low to moderate income in the Montgomery County and surrounding area
- Organize and collect confidential and appropriate documents to identify the best approach to filing a client’s taxes
- Reinforce a respectful and confidential environment among peers, instructors, and clients

414 SERVICES, INC., Southampton, PA

April 2021 – August 2023

Administrative Assistant

- Filed confidential documentation for a small business that specializes in providing professional tax, bookkeeping, and insurance services in the Bucks County area
- Managed Microsoft Excel spreadsheets to maintain information for 100+ individuals
- Addressed client inquiries via phone calls and emails, leading to an increase in client satisfaction rates
- Collaborated with employer and colleagues over weekly bookkeeping and application filing responsibilities
- Navigated tax, bookkeeping, and insurance specialty software to respond efficiently to clients’ inquiries

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Access, TaxSlayer Pro, Java, Salesforce, Tableau

Languages: Advanced Proficiency in Spanish

Certifications: Internal Revenue Service-VITA