

Cindy Trujillo

CONTACT INFORMATION:

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SUMMARY:

Accounting student with experience supporting financial operations for small businesses and residential real estate. Seeking to apply analytical, accounting and data-driven skills in finance and compliance environments.

WORK EXPERIENCE

Bookkeeper

Ink Familia | 2023-Present

- Recorded and organized financial transactions including receipts, checks, artist payments and expenses.
- Handled cash collections from artists and deposited revenue into the business safe.
- Tracked daily/weekly/yearly earnings for all artists to evaluate business performance.
- Prepared financial summaries to present to the business owner.

Bookkeeper

MARTINEZ-TRUJILLO Properties LLC | 2025-Present

- Organized mortgage, property, and transaction documentation to support operational and financial reporting.
- Sole charge of tracking project costs, liabilities, and business expenses across multiple properties.
- Compile historical financial records and debt schedules to create a more complete financial history.

Accounting System Project

- Building a structured accounting and record keeping framework to improve organization and support future financial reporting for a family-owned business
- Consolidated historical financial records and liabilities to improve financial accuracy and support informed business decision-making

INVOLVEMENT

President | Student Society of Real Estate at UTA

- Collaborated with commercial real estate professionals and alumni to expand member opportunities.
- Coordinated member participation in conferences, site visits, and networking events

SKILLS

Microsoft Excel, QuickBooks, Financial Statement Preparation, Account Reconciliation, Financial Record Management, Data Entry, General SQL

EDUCATION

Bachelor's of Science in Accounting

Southern New Hampshire University | Fall 2027

Bachelor's of University Studies focused on Business

University of Texas At Arlington | Spring 2027