

Ruben Andres Lopez Jr.

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(956) 739-2343 – Pharr, Tx

OVERVIEW

Detail-oriented accounting student pursuing a BBA in Accountancy with hands-on experience in financial data verification, cash reconciliation, and tax intake. Demonstrated accuracy and professionalism across client-facing and record-keeping roles.

EDUCATION

The University of Texas Rio Grande Valley

Bachelor of Business Administration in Accountancy. Minor in Biology. GPA: 3.5 / 4.0. December 2027

South Texas College

Associates in interdisciplinary studies. GPA: 3.4 / 4.0. November 2023

EXPERIENCE

Optometric Technician

May 2025 - January 2026; June 2026 - Present

Astoria Vision, McAllen, Tx

- Recorded incoming frame inventory into the management system upon each order delivery, verifying product information for accuracy.
- Conducted pre-exam testing which included visual acuity, depth perception, and intraocular pressure.
- Supported optometrist during patient exams by scribing and providing exam room assistance.

Customer Service Associate

June 2026 - August 2026

Lowes, Pharr Tx

- Assisted with cash office procedures by counting cash from previous day register till bags and verifying safe cash balances against system records to identify discrepancies.
- Assisted customers with self-checkout transactions and resolved payment issues accurately.
- Monitored multiple self-checkout registers simultaneously while maintaining transaction accuracy and providing customer assistance.

VITA Volunteer

March 2026

IRS VITA Program, United Way of South Texas, McAllen, Tx

- Guided clients through intake forms, collecting and verifying personal and financial information for accuracy and completeness.
- Delivered professional client service in a high-volume tax preparation environment.

Crew Member

June 2023 - July 2023

McDonalds, Pharr, Tx

- Processed front counter and drive-through orders accurately in a fast-paced, high-volume environment.
- Coordinated with kitchen staff to communicate order details and ensure timely fulfillment.

SKILLS

Technical Skills: Microsoft Excel, Microsoft Word, Microsoft PowerPoint

Core Competencies: Data Accuracy, Record Keeping, Financial Verification, Attention to Detail, Client Service, Problem Solving