

EDUCATION

Northern Illinois University, DeKalb, IL

August 2024 – May 2028

Bachelor of Science in Finance

- Honoree of the NIU Honors program
- [Excel Associate Certification](#)

EXPERIENCE

Claire's Boutique, Tinley Park, IL

June 2024 - present

Part-Time Manager

- Prepared the budget sheet to determine profit and analyze what is needed for goals leading to an increase in sales
- Collaborated with the team and created a visually appealing environment for customers as they browse
- Balanced the register and printed out essential paperwork so that daily operations run smoothly the next day
- Met sales goals through suggestive selling and promotions, and increased overall profitability
- Establish relationships with customers to ensure they have a positive experience and drive customer loyalty
- Coordinated the team and ensured everyone understood policies to improve efficiency as a group

501c(3) Non-Profit Children's Museum, Oak Lawn, IL

January 2025 – May 2025

Consulting Project – Accounting Team

- Led team to establish a relationship with the client to reduce costs and establish trust
- Created recommendations for expense reduction in retail and operational expenses to improve business
- Helped with optimization of space and financial reporting, influencing an opportunity for profit growth
- Delivered strategies for energy efficiency and budgeting to save money
- Communicated with the team to deliver strategies for new revenue opportunities

SKILLS

Customer Service • Fluent in Spanish • Project Management • Leadership • Time Management • Collaboration • Visual Merchandising • Problem-Solving • Attention to Detail • Adaptability • Analytical Thinking • Communication • Budget management • Work Ethic • Professionalism • Public Speaking • Excel skills

