

Juana Alejandra Rosas

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Objective: Motivated and detail-oriented recent graduate student with an Associate's Degree in Business Management, seeking a challenging position to gain practical experience in accounting while pursuing a Bachelor's Degree in Accounting at The University of Texas at Tyler.

Committed to applying theoretical knowledge and demonstrating strong analytical skills to contribute to the success of an accounting firm.

Education: Associate's Degree in Business Management 2023 -Tyler Junior College, Tyler, Texas.

Bachelor's Degree in Accounting (Expected Completion:2026) The University of Texas at Tyler, Tyler Texas.

Education TJC School of Continuing Studies - Tyler, TX - Certified Medical Administrative Assistant, April 17, 2018

Certifications Certified Medical Administrative Assistant, National Healthcareer Association, April 23, 2018, Certification Number: F8W7T3G9

Relevant Coursework:

- Financial Accounting
- Managerial Accounting
- Principles of Microeconomics
- Business Law
- Business Ethics
- Marketing Principles
- Organizational Behavior

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of accounting software (e.g., QuickBooks, Sage)
- Strong analytical and problem-solving skills
- Excellent attention to detail
- Ability to work independently and collaboratively
- Effective written and verbal communication skills
- Time management and organizational skills
- Strong work ethic and dedication

Experience: Sales Associate/Managed Store, Susan Robinson Fine Jewelry, Tyler, Texas

November 2016 - January 2018

- Assisted with financial data entry and maintained accurate records of transactions.

- Conducted research and analysis to support financial decision-making processes.
- Prepared and reviewed financial reports, ensuring accuracy and compliance.
- Assisted in month-end and year-end closing procedures.
- Collaborated with team members to streamline processes and improve efficiency.
- Provided general administrative support to the finance department.
- Managed the store for eight months.
- Sales Record on Christmas season.
- Assisted customers in person, via phone, and email to address inquiries and resolve issues.
- Managed cash transactions and ensured accurate documentation of sales.
- Handled customer complaints and worked to find satisfactory solutions.
- Maintained a high level of product knowledge to effectively assist customers.
- Collaborated with team members to improve overall customer satisfaction.

Tyler Tool and Fastener, Assistant Manager.

- Assisted in organizing and promoting fundraising events to support the organization's mission.
- Provided administrative support, including data entry and organizing documents.
- Contributed to social media content creation to increase the organization's online presence.
- Collaborated with team members to develop and implement strategic initiatives.
- Manage and organize the shipping department.
- Inventory and billing.

- Employee of the month several times.

References: Available upon request