

Mia Lopez

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PROFESSIONAL SUMMARY

Driven, Dedicated and Recent Graduate from Texas A&M University–Corpus Christi with over ten years of customer service, over seven years of financial analysis and six years of data entry experience. Proven skills in financial analysis, creating training documents, and 1 year of administrative assistant skills. A self-starter, career oriented, and well organized professional in search of a career to contribute my education, experience and integrity enhancing the values of the business.

EDUCATION

Texas A&M University-Corpus Christi
Accounting, Bachelor of Business Administration

Corpus Christi, Texas
August 2017

RELATED EXPERIENCE

Accounting Intern

Navy Army Community Credit Union
Corpus Christi, TX

April 2016 to August 2017

- Analyze company expenses and report variances to generate reports at the closing of books
- Retrieve data from balance sheet and financial statements to calculate growth rate and make predictions for the following categories: shares, assets, member growth and loan-to-share ratio
- Evaluate performance compared to financial objectives and peer groups using Callahan analytics in order to create scorecard and create graphs to illustrate 10 year history performance
- Reconcile charges from corporate card statements through matching of receipts in order to classify/apply each charge in proper corresponding general ledger
- Generate reports to convey expense discrepancies, while cross-training employees how to replicate same report on a monthly basis

Office Technician (Typing)

State of California, Board of Equalization
Sacramento, California

December 2014 to August 2015

- Proofread and sent out the following correspondence to companies on behalf of the assigned auditor: engagement letters, audit status letters, demand letters, certified letters
- Uploaded and submitted completed audits to be reviewed. After audit is reviewed, submitted audit to headquarters' office and sent final decision letter to company
- Reviewed and organized Auditor's timesheets and forwarded to Human Resources
- Completed written request for audit information in compliance with public information act
- Created reports in database upon request by District Principal Auditor

Analyst

Verizon Corp.
Folsom, California

April 2007 to June 2013

- Audited financial transactions from collection agencies; completed SOX audits for team
- Approved payment files daily and processed any adjustments needed
- Daily use of Excel and SQL server database for continuous financial analysis
- Created training documents to assist Collection agency improve collection processes
- Trained 10-15 people in each group monthly on updated front-end processes

HONORS AND ACTIVITIES

Student Endowment Internship Scholarship Fund Recipient
Joseph and Patty Puig Mueller Scholarship Fund Recipient
Estill Foundation/Holloway Endowed Scholarship Fund Recipient
Doan Foundation Scholarship Fund Recipient
Texas Society of CPA's Scholarship Recipient
Student Accounting Society
Texas Society of CPA's
Dean's List (4.0 semester GPA)
Volunteer Income Tax Assistance Certification

Spring 2017 to Summer 2017
Fall 2016 to Spring 2017
Fall 2016 to Spring 2017
Fall 2016 to Spring 2017
December 2016
Fall 2016 to Present
September 2016 to Present
Spring 2016
February 2016 to Present