

Alberto Benavides  
4291 156<sup>th</sup> St West  
Rosemount MN 55068  
Cell: (312)485-2679  
abenavides99@yahoo.com

## PROFESSIONAL SUMMARY

- Strong background in accounts receivable and tax preparation
- Completed Bachelor's degree in finance from University of Illinois
- Interested in finance and accounting roles
- Strong knowledge of MS Word, Excel, PowerPoint, Access and Outlook and software systems

## WORK EXPERIENCE

### Accounts Receivables Collector

12/2010 – 10/13 Optimum Outcomes Downers Grove, IL

- Trained personnel on all aspects of receivables process and best practices to maximize collections
- Utilized Microsoft Excel to create spreadsheets that helped smooth collections process
- Created and followed up on weekly ad hoc reports for status of client specific accounts
- Created and mailed invoices to bill outstanding accounts
- Received over 40 inbound calls daily for payment processing
- Member of Group User Interface (GUI) team to merge data systems for various locations

### Independent Federal Tax Preparer

01/2008 – 12/2010 Self-Employed Burbank, IL

- Prepares over 60 individual tax returns yearly
- Specializes in federal and state return preparation
- Updated monthly profit & loss statements and balance sheets accounts
- Performed data entry on revenue and expense transactions
- Used ProFiler software system for tax preparation

Left voicemail  
02/11  
Interview  
02/12  
2pm

## EDUCATION

2009 University of Illinois at Chicago Chicago, IL

- Earned Bachelor's of Science Degree in Finance
- Member of Collegiate Finance Organization (CFO)

## OTHER ACCOMPLISHMENTS

- Outstanding time management skills by using job prioritizing effectively
- Strong attention to detail
- Requires little to no supervision, superb self-starter
- Four years of military service in the United States Navy