

PAULINA SANCHEZ- TRUJILLO
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SUMMARY OF QUALIFICATIONS

- First- generation Undergraduate Business Administration student with an Accounting major; coursework includes Career and Professional Development, Management, Finance, Risk Management, Business Law, and Ethics
 - Five years of customer-facing experience in fast-paced environments; successful in dealing with diverse customers, providing strong customer satisfaction, and exceeding expectations when offering solutions for customer needs
 - Software skills include Microsoft Word and Excel, basic knowledge of Quickbooks, and ASC 842
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EDUCATION

University of Colorado Denver, Business School, Denver, CO

Bachelor of Science, Business Administration, Accounting Major; Entrepreneur Major

Red Rock Community College, Arvada, CO, 2018-2020

Earned Certificate in Criminal Justice and Forensic Science, 3.2 GPA

PROFESSIONAL EXPERIENCE

Fun Books Bookkeeping, Littleton, CO, Nov 2023 - Present Bookkeeper

- Categorize monthly transactions, enter payroll journal entries, and assist with end of the month accounting
- Provide financial statements for monthly and quarterly clients.
- Reconciled credit cards, checking and savings account, and loans. Entered data into Quickbooks if not pulled in by the system.

Forvis, Denver, CO, May 2023 – Aug. 2023 Summer Audit Intern

- Independently and efficiently complete PBC list, ICQ request, and tie out cash lead sheets in PFX and Excel software that was utilized
- Prioritize and use time management to complete work in a timely manner
- Communicate professionally with in-charge, clients, and partners to establish unmatched client experience

Efficiently prepared food for customers while following proper health measures

University of Colorado Denver, Denver, CO, Nov 2021- Present Scheduler

- Led tours of the campus containing up to 5-15 people while providing vile information
- Answering emails and phones in a timely manner
- Creating a work schedule for 10-15 people ensuring that the desk and tours are always covered

Walmart, Lakeside, CO, Feb. 2019 – Nov 2021 Cashier/Customer Service

- Commit up to 20 hours per week while maintaining full-time school
 - Greet up to 150 shoppers per shift; ensure a wonderful experience for customers by meeting their individual needs and responding to inquiries in a timely fashion
 - Assisted with managerial duties when short-staffed; scheduled employee breaks, assigned staff to necessary positions throughout the store
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COMMUNITY SERVICE AND LEADERSHIP ACTIVITIES

CU Denver Business School, BSAC Club, Denver, CO, Volunteer, Sept. 2021 – Present

- Active participant in Finance Subcommittee with 6 other student members
- Assist with developing solutions to acquire funds for club activities

CU Denver Business School, Entrepreneurship Club, Denver, CO, Member, Sept. 2021 – Present CU Denver Business School, Women in Business, Denver, CO, Member, Oct. 202 – Present

- Participate in workshops led by women to give other women advice and mentorship

Study Abroad in Barcelona, May 2022

- Studied in Barcelona learning about the economy of how to start a business in a different country
- Learned about the cultural differences and business opportunities that are available in Barcelona