

JESSICA MARTINEZ

Accounting Intern

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📍 Notre Dame, IN

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EDUCATION

Bachelor of Business
Administration
Accountancy

University of Notre Dame

📅 2021 - current

📍 Notre Dame, IN

SKILLS

- Microsoft Excel
- QuickBooks
- GAAP
- TurboTax
- AIS
- ERP

OBJECTIVE

Undergraduate BBA student well-read in accounting standards and documents like GAAP and AIS, looking to join Crowe LLP as an accounting intern. Eager to apply my technical skills honed through my projects and solve complex financial challenges, while upholding Crowe's commitment to excellence and ethical standards.

PROJECTS

Budget Mastery

Class Presenter

📅 2023

- Developed and presented a budgeting model for a fictitious company, integrating financial data across multiple departments, and making students aware of 7 forecasting techniques for better budgeting.
- Leveraged ERP-generated reports during weekly budget reviews to identify and reallocate \$12,629 of the company's unused funds.
- Designed a QuickBooks-driven process for tracking daily operational costs, **reducing reporting errors by 11%**.
- Automated the reconciliation process, saving 13 hours of manual tasks for the final presentation.

Financial Literacy Workshop

Workshop Attendee

📅 2022

- Took part in a comprehensive 3-hour financial literacy workshop, understanding how financial literacy in debt management and budgeting helps students lead better and more fulfilling lives.
- Completed 2 risk management modules given to all visitors on Microsoft Excel, applying learned techniques to lower potential losses in personal investment activities.
- Implemented a strategic investment plan for personal stocks, focusing on diversifying portfolio assets, resulting in a **4.3% portfolio growth** in one year.
- Created an after-event study group with 12 students, reinforcing financial concepts and retaining knowledge on 49% of data present in a citizen's AIS (Annual Information Statement).

Risk Management Seminar

Seminar Attendee

📅 2021

- Attended a detailed seminar on risk management in finance, learning 14 key risk assessment frameworks and their application in the real world.
- Used TurboTax and integrated risk management strategies to minimize risk for 3 mock audits, resulting in a 91% clean self-audit record.
- Joined a post-seminar session about integrating risk management practices into daily financial operations, learning about 12 overlooked risks in the FinTech industry.
- Interacted with 6 finance professionals during the event to strategize a risk management plan that reduced a hypothetical portfolio's volatility by 8%.