

Maria Student

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EDUCATION

University of Illinois-Chicago (UIC), Chicago, IL

Bachelor of Science in Economics, Minor in Business

Expected May 2026

Alcott High School, Chicago IL

High School Diploma; Graduated with High Honors

June 2022

SKILLS

Languages: Bilingual in English/Arabic (reading, writing, and speaking)

Customer Service: Experienced in providing superior service to individuals from all ages and backgrounds including conflict resolution

Computer: QuickBooks, Google Suite (Docs, Sheets, Slides, Drive, Forms, and Meet); Microsoft Office (Word, Excel, and PowerPoint)

WORK EXPERIENCE

Accountants Committed to Excellence (ACE) Mentor Program, Chicago, IL

Intern

June 2021 - August 2021

- Selected for competitive internship program designed to introduce high school students to accounting techniques and to strengthen communication skills needed in the professional workplace
- Participated in comprehensive week-long training about basic accounting principles and how to use QuickBooks software
- Communicated with 3 instructors (in person and via email) about client budget; received daily feedback on any edits or updates needed in the created budget
- Collaborated with 5 other ACE interns to successfully manage client's budget and all related financial transactions
- Assisted in many different aspects of the project including research on how to set up client budget, benchmark other budget systems and problem solve as necessary

Gap Kids, Chicago, IL

Sales Associate

February 2021 - May 2022

- Interacted with customers in a friendly and professional manner and provided high-quality customer service to customers
 - Listened attentively to customer feedback and answered customer questions regarding products, prices, and availability
 - Operated cash register efficiently and processed all types of transactions (i.e., cash, credit card, check, and gift card)
 - Worked with other store employees to keep store organized and easy for customers to find store items
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EXTRACURRICULAR INVOLVEMENT

Flames Leadership Network (FLN), UIC

June 2022 - Present

- Selected to participate in intensive program for first year UIC students to build career readiness and academic skills
- Meet one-on-one with Transition Coach regularly (virtual and in person) to check in on how transition to UIC is progressing
- Attend monthly FLN events to learn about helpful UIC resources and connect with other students participating in FLN

Arabic Professionals Club (APC), UIC

August 2022 - Present

- Actively participate in student organization designed to highlight how Arabic is used in various work settings
- Attend events to network with Arabic speaking professionals and learn how to showcase language skills
- Connect with other APC members and attend Chicago area events (virtual and in person) featuring Arabic speakers

Alcott High School Band, Alcott High School

September 2019 - June 2022

- Served as band member for all 4 years, selected to serve as Clarinet First Chair during senior year
 - Attended regular band practices (in school year and summer) to strengthen musical technique and playing skills
 - Performed at school concerts and events (i.e., sports games, talent show, and holiday concert) with other band members
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VOLUNTEER EXPERIENCE

Music Tutor, Clarinet, Alcott High School Band

October 2020 - June 2022

- Tutored 10+ beginning band students twice a week in areas such as proper care of instruments and musical technique
- Prepared brief (less than 10 minute) mini music lessons for beginning band students to reinforce concepts taught in band
- Met with Band Director biweekly to check in on tutees' progress and to learn new ways to help enhance their skills