

# Amy Lazo

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*An energetic University of Texas at Arlington student concurrently studying Finance and Accounting, seeking to implement resourceful analytical ideas for business. With 2 years of previous cliental service, strengthening communicative and software skills are also imperative ambitions.*

## EDUCATION

### University of Texas at Arlington

*Bachelor's in Finance and Accounting, Expected Graduation: May 2022*

- Overall GPA: 3.95 Major GPA: 4.00
- Relevant Coursework:
  - Financial & Managerial Accounting
  - Investment & Business Finance
  - Business Law
  - Organizational Management
  - Accounting Information Systems
  - Business Statistics

## PROFESSIONAL EXPERIENCE

### RaceTrac Petroleum, Arlington, TX

June 2018 – August 2020

*Sales Associate*

- Used handheld software to record inventory, credit damaged items, and transfer products to neighboring RaceTrac stores
- Communicated with guests and thoroughly analyzed criticisms in order to maximize client satisfaction
- Supervised shift teams to preform daily tasks and goals
- Provided job training for various new associates simultaneously

### TD Ameritrade, Southlake, TX

September 2020 – April 2021

*Will complete two semesters as an Investor Services Intern, and contribute by:*

- Being a member of a high-caliber team for a group case project throughout the year
- Participating in roundtable interactions with business partners and administrators
- Shadowing other TD Ameritrade departments such as equity and options trading, sales, brokerage clearing, and client service
- Assisting TD Ameritrade clients via phone, and in other real-world situations

## ACTIVITIES & PROJECTS

### The Dental Sealant Program

March 2018

*SkillsUSA Competitor*

- Recognized at state level on The Dental Sealant Program, a project aimed to provide essential free dental care to children in low income families

### The Accounting Society

August 2019 – June 2020

*Member*

- A professional student organization providing insightful seminars of figures in the Accounting field

### Management Group Case Project

January 2020 – April 2020

*Student Collaborator*

- Cooperated amongst classmates in conducting an ethical solution for a hypothetical job conflict
- Learned how to assess conflicts as an administrator, while also heightening presentational skills

## SKILLS & INTERESTS

- Fluent in Spanish
- Time Management
- Critical Thinking
- Microsoft Word, PowerPoint, & Excel
- Financial Trends & Variances
- Financial Statements & Ratios