**Julio Leon**

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# EDUCATION

**C.T. Bauer College of Business, University of Houston, Houston, Texas**

Bachelor of Business Administration, Management Information System December 2016

# Bachelor of Business Administration, Accounting December 2016

# MIS GPA: 3.809 ACCT: 3.6 Cumulative GPA: 3.323

**HONORS AND AWARDS**

Dean’s List: Fall 2011- Spring 2012; Spring 2014 – Fall 2015

# EXPERIENCE

# El Jarrito Mexican Restaurant

# *Assistant Manager* 2009-present

# Supervise thirty employees to ensure that tables are being severed

# Coordinate the restaurant’s catering service

* Help implement new procedures to help improve service
* Assist with service as needed

# ACTIVITIES

Management Information System Student Organization, *Member* Spring 2015-present

*Education Officer* Fall 2015

* Provide a classroom where members seek help in Java, Database and Transaction Processing 1 courses
* Tutor and provide support for Transaction Processing assignments
* Create workshops to teach members about test-taking strategies

*Vice President of Finance Officer* Spring 2016

* Implemented and created a new accounting information system to track and record accounts receivable, accounts payable, revenues and expenses
* Create a journal voucher system and instructed MISSO officers to operate it
* Prepare monthly balance sheets, income statements and budget for President

Beta Alpha Psi, *Member* Fall 2015-present

Junior Achievement teacher Fall 2013

* Educated a class of high school students on the principles of managing personal finances
* Raised the students’ awareness of their role in the economy
* Created a personalized teaching plan and presented it to the class

# RELEVANT COURSEWORK

# Transaction Processing 1 & 2, Database 1 & 2, Intermediate Accounting 1 & 2, Accounting Information Systems

# SKILLS

# Working Knowledge of JavaScript, Java, Oracle SQL, Microsoft Word, Excel, PowerPoint, Sage 50

Fluent in oral Spanish