

# RIGOBERTO MARISCAL

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Portland, Oregon 97217

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## EDUCATION

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### **Portland State University** – Portland, Oregon

Bachelor of Science, Business Administration: Accounting December, 2013

### **Portland Community College** – Portland, Oregon

Associate of Science Oregon Transfer Degree in Business December, 2011

### **Representative Course Work:**

Financial Accounting & Reporting I, II, and III	Business Ethics
Auditing and advanced auditing	Business Communications
Management Accounting	Business Finance
Accounting Information Systems	Operations and Quality Management
Corporate and Individual Taxation	Competing with Information Technology

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## PROFESSIONAL EXPERIENCE

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### **AutoZone Inc.** – Portland, Oregon

**Sales, Customer Satisfaction, and Enterprise Resource Planning System Administrator** 9/2009- Present

Administered to work in a team environment to process, reconcile, and maintain clients' financial transactions.

- Successfully created, processed, and collected customer invoices and payments.
- Audited and reconciled end of day cash transactions.
- Analyzed and approved per diem bank deposits.
- Evaluated and resolved monetary discrepancies in customers' accounts.
- Counseled end-users in compiling and analyzing clients' financial data to help achieve the goals of the company.
- Strategically maintained surplus inventory to an optimal level to reduce storage costs.
- Recorded and maintained customer information into the company's database.
- Daily use of Oracle Enterprise Resource Managing Software for client interaction and tracking purposes.

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## AFFILIATIONS & AWARDS

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### **Affiliations:**

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| • Phi Theta Kappa Honor Society, Member                   | 2010 – Present |
| • Habitat For Humanity, Construction Volunteer; 380 Hours | Summer, 2002   |

### **Awards:**

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| • Portland Business Alliance Chairman's Scholarship: In recognition for outstanding academic performance. | June, 2012 |
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## LANGUAGE & COMPUTER SKILLS

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### **Language Skills:**

- Bilingual: fluent in English and Spanish (read, write, interpret, and translate) as well as excellent communication and interpersonal skills.

### **Computer Literate:**

- Proficient knowledge of Windows XP/2000, Windows 7, Windows 8, and Microsoft Office (Word, Excel, PowerPoint, and Access).