

# LINETTE A. RIOS

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## EDUCATION

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<b>The University of Texas at Austin</b>	Bachelor of Business Administration, Accounting Overall GPA: 3.34	May 2019
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## EXPERIENCE

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<b>Foundation Communities</b> – <i>Volunteer Tax Preparer</i> ; Austin, TX	January 2017 – Present
<ul style="list-style-type: none"><li>• Prepare individual income tax returns for filing</li><li>• Seek out optimal tax deduction options for each client</li></ul>	

<b>Subiendo: The Academy for Rising Leaders</b> – <i>Student Associate</i> ; Austin, TX	August 2016 – Present
<ul style="list-style-type: none"><li>• Provide customer service to prospective students, parents, high school counselors, and other community leaders interested in getting involved with Subiendo</li><li>• Support social media platforms with new content</li><li>• Assist office with logistical support for upcoming leadership camp</li></ul>	

<b>Hibbett Sports</b> – <i>Retail Sales Associate</i> ; Rio Grande City, TX	April 2015 – August 2015
<ul style="list-style-type: none"><li>• Coordinated all hands meetings to improve efficiency of storage room and sales floor</li><li>• Worked directly with manager to verify daily sales and calculate net profit</li><li>• Communicated with district office to report on various store metrics using Key Performance Indicators (KPIs)</li></ul>	

<b>Rio Grande City High School</b> – <i>Summer School Tutor</i> ; Rio Grande City, TX	May 2012 – July 2014
<ul style="list-style-type: none"><li>• Explained in detail various concepts in easy to understand terms</li><li>• Communicated with teachers and administration regarding students' progress</li><li>• Led a group of 30 students to increase their raw STAAR score by 30% to reach passing standard</li></ul>	

<b>Family Health Center</b> – <i>Medical Billing Intern</i> ; Rio Grande City, TX	August 2013 – May 2014
<ul style="list-style-type: none"><li>• Translated and inputted patient visit data into house tracking system to keep data updated</li><li>• Helped upkeep patient persistence using CRM systems to communicate with patients</li><li>• Worked with insurance companies to upload data and minimize errors to process patients' medical bills correctly</li></ul>	

## LEADERSHIP EXPERIENCE AND ACTIVITIES

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<b>EY Accounting Ambassadors Program</b> – <i>Mentee</i>	Fall 2016 – Present
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<b>Association of Latino Professionals for America (ALPFA)</b> – <i>Active Member</i>	Fall 2016 – Present
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<b>Valley Alliance of Mentors for Opportunities and Scholarships (VAMOS)</b> – <i>Mentor</i>	Fall 2015 – Present
<ul style="list-style-type: none"><li>• Coordinate meetings with mentees</li><li>• 40+ hours of volunteer service every year</li></ul>	

<b>U.I.L. Accounting</b> – <i>Team Captain</i>	Fall 2013 – Spring 2015
<ul style="list-style-type: none"><li>• Trained new team members to be prepared for district, regional, and state competitions</li><li>• Organized meetings and created lesson plans daily</li></ul>	

## ADDITIONAL INFORMATION

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**Honors:** HSF Scholar (2016), University Leadership Network Scholar (2015), Gateway Scholar (2015), VAMOS Scholar (2015)

**Certifications:** Insurance and Coding Specialist, Basic & Advanced Volunteer Income Tax Assistance Certification

**Programming Skills:** HTML and Python

**Language Fluency:** English and Spanish

**Work Eligibility:** Eligible to work in the U.S. with no restrictions