**Timothy La**

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**EDUCATION**

**University of Illinois, Champaign-Urbana, IL**

*Bachelor of Science, Accountancy*  May 2022

**PROFESSIONAL EXPERIENCE**

**Chipotle Mexican Grill, Champaign, IL**

*Crew Member*  September 2020 – May 2022

* Delivered exceptional services to customers, ensuring a positive dining experience by taking accurate orders and addressing customer needs promptly
* Prepared ingredients and assembled menu items while maintaining proper food safety practices, portion control and presentation within service goal times
* Collaborated with team members to maintain a clean and efficient kitchen environment, ensuring smooth operations during peak hours
* Adhered to all health and safety regulations, including maintaining cleanliness and proper food handling procedures to ensure a safe dining experience
* Assisted in training new employees specifically on food preparation and providing guidance on company policies, procedures, and best practices

**The Gap, Oak Brook, IL**

*Sales Associate*  April 2019 – August 2020

* Efficiently served an average of 50 customers per day in finding, ordering and selecting items to fit specific needs and expectations
* Collaborated with associates in handling cash registers, labeling products, unloading merchandise, and organizing stock room
* Regulated inventory with accuracy to maintain sales floor and increase sales
* Assisted with exceeding monthly sales target by 10% earning a paycheck bonus

**4L Law Firm Services, Tampa, FL**

*Accounting Associate* November 2019 – April 2020

* Examined and prepared financial records for over 15 law firms to comply with policies
* Accurately entered files and records into online databases for over 20 law firms
* Assisted with payroll management for over 100 employees
* Performed monthly inspections of records related to format according to clients’ requirements

**Fenwick High School, Oak Park, IL**

*Baseball Camp Leader*             June 2017 – July 2018

* Coordinated and executed baseball activities to teach fundamental skills such as batting, fielding, and pitching for over 100 grade school students
* Monitored camp participants during activities, ensuring their safety and well-being, and administered first aid as needed
* Acted as a mentor and role model by offering guidance support, and encouragement to help build confidence and self-esteem

**Park District of Forest Park, Forest Park, IL**

*Park District Staff Member*                  June 2016 – August 2017

* Assisted in the upkeep and repair of park facilities, including playgrounds, restrooms, and picnic areas, ensuring all amenities are safe and functional
* Provided logistical support for park events, including setting up equipment, directing traffic, and assisting event organizers to ensure successful operations
* Interacted with park visitors, providing information, answering questions, and addressing concerns to enhance their park experience