

Jazlyn Torres

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OBJECTIVE

Texas State undergraduate pursuing a Master's in Accounting. Seeking an internship on the tax team of a certified public accounting firm during Summer of 2027. Preferred location is Dallas.

EDUCATION

Master of Accountancy (application anticipated) Expected: Spring 2028
CPA Licensing Eligibility: Expected: Spring 2028
Bachelor of Business Administration, Accounting Expected Graduation: May 2027
Texas State University, San Marcos, Texas
Present Classification: Junior
Overall GPA: 3.85/4.0

EXPERIENCE

Administrative Assistant, Dallas, TX May 2025 – July 2025

Personal Assistant (Part-Time)

- Managed daily scheduling, appointments, and travel arrangements to ensure smooth operations.
- Handled incoming and outgoing work calls with professionalism and discretion.
- Maintained accurate financial bookkeeping and organized records for quick retrieval.
- Supported multiple tasks simultaneously in a fast-paced environment, prioritizing deadlines effectively.

ACADEMIC PROJECTS

MGT 3303 – Chief Financial Officer (CFO) Special Class Project Fall 2025 – Present

- Applied learning project that involved shaping the company's overall strategy, forecasting future funds, managing cash flow, and identifying financial risks. This project prioritized time management, problem-solving, effective teamwork, and communication.

PHIL 1320 – Advocacy of Mental Health Personal Project Fall 2024

- Personal voluntary project that involved advocacy towards a certain group of people. Promoted social well-being, mental health, actively through social media which prioritized organizing flyers, scheduling posts, and networking with other creators.

HONORS

- President's List, Texas State University (3 semesters) Spring 2024 – Spring 2025
- Texas State Merit Scholarship Achievement Fall 2023 – Present

ACTIVITIES

Hispanic Business Student Administration (HBSA) – *Active Member* Spring 2025 – Present

- Active Participant/Member of Volunteering Committee

Accounting Club – *Active Member* Fall 2025 -- Present

ADDITIONAL INFORMATION

Languages: English, Spanish (Intermediate)

Soft Skills: Technical Adaptability, Leadership, Teamwork, Time Management, Organizational Planning, Effective Communication, Critical Thinking, Problem-Solving, Attention to Detail