

# CAROLINA LEONCIO

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## EDUCATION

University of Florida Warrington College of Business  
*Bachelor of Arts in Business Administration, General Studies*

Gainesville, FL  
May 2029

- **GPA:** 4.00/4.00
- **Specialization and Minor:** Pre-Law and Accounting
- **Scholarships:** Florida Bright Future's FAS

## WORK EXPERIENCE

Halley Engineering Contractors  
*Accounting Clerk*

Medley, FL  
May 2025 – August 2025

- Managed filing and faxing for over 200 projects and companies by organizing and maintaining office records, ensuring quick retrieval and improving overall office efficiency.
- Assisted the Accounting department by processing and coding accounts payable and receivable for over 150 transactions weekly, ensuring accurate and timely financial records and reducing processing errors.

*Administrative Assistant*

May 2024 – August 2024

- Assisted the Human Resources department by verifying over 400 driver vehicle inspection reports for 100+ vehicles entering and exiting company property daily, ensuring compliance with company policies and regulatory standards.
- Handled front desk operations by welcoming clients and managing communication within the office, strengthening customer service and organizational skills while creating a professional and approachable environment.

Leoncio and Associates, LLC  
*Accounting Clerk*

Miami Lakes, FL  
May 2024 – August 2025

- Managed accounts payable and receivable for 50 companies using QuickBooks, ensuring timely invoice processing and maintaining accurate financial records, which improved overall departmental efficiency.
- Generated monthly financial reports through QuickBooks to support budgeting and consulting.

## LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Brannock Research Group  
*Co-Founder, Analyst*

Miami, FL  
July 2025 – Present

- Founded a research group with three peers, including two college graduates, to specialize in stock market trend analysis, developing investment strategies and enhancing collaborative research skills.
- Recruited students from 20 universities to collaborate on financial research projects, fostering a diverse team and enhancing collaborative and networking skills.

Caro's Active Tutoring for SAT  
*Founder, Tutor*

Miami, FL  
June 2023 – Present

- Founded non-profit tutoring company to help underserved high school students study for their college entrance exams.
- Aided 25+ students in raising their exam scores by an average of 250+ points by holding private tutoring sessions three times a week via Zoom, enhancing their test-taking strategies and academic performance.

International Solidarity for Human Rights  
*Social Media Manager, Human Rights Ambassador*

Hialeah, FL  
June 2024 – August 2024

- Assisted in promoting awareness of human rights violations worldwide by creating and sharing online content, increasing engagement and educating a global audience on critical social issues.
- Led workshops on Human Rights for over 200 students across Miami-Dade and Broward County.

## ADDITIONAL INFORMATION

**Organizations:** Student Investment Club, Business Law Society, Florida Students of Accounting Council

**Awards:** Hispanic Scholarship Fund Scholar, AP Scholar with Distinction, Dr. Marta Perez Service in Law Award

**Language:** Fluent in English and Spanish

**Technical Skills:** Google Workspace (Proficient), Microsoft 365 Office (Proficient)