

Raquel Rodriguez

Aurora, IL | [REDACTED]

PROFESSIONAL SUMMARY

Results-driven accounting professional with 13+ years of progressive experience across manufacturing, logistics, and higher education industries. Proven track record in leading month-end close processes, financial reporting, inventory management, and process improvement initiatives. Bilingual (English/Spanish) with strong leadership, analytical, and cross-functional collaboration skills.

EXPERIENCE

Unilock Midwest | Manufacturing / Hardscape Industry

Accounting Supervisor 07/2024 – Present

Senior Accountant / Financial Analyst 02/2022 – 07/2024

- Supervise and mentor a 2-person AP team, overseeing daily operations, workload prioritization, and professional development.
- Lead full month-end close cycle including journal entry preparation, balance sheet reconciliations, and P&L review calls with Plant and Sales Managers.
- Compile and analyze financial data to prepare financial statements and variance analyses, providing actionable insights to leadership.
- Identify and implement process improvements across accounting workflows, reducing manual effort and increasing accuracy.
- Manage all aspects of inventory control including cycle counts of finished goods, production postings, and research and resolution of raw material discrepancies.
- Calculate and submit monthly Sales & Use tax filings; ensure compliance with local and corporate reporting requirements.
- Partner with department heads on the creation and monitoring of the annual budget.
- Support internal and external financial audit preparation.

Need It Now Delivers, LLC | Logistics / Transportation Industry

Senior Corporate Accountant 01/2020 – 02/2022

- Led and executed month-end closing process for a multi-entity holdings company, including balance sheet reconciliations at the divisional level.
- Redesigned intercompany reconciliation process across 35+ entities and brokerages, establishing standardized procedures to identify and resolve balance discrepancies.
- Managed enterprise-wide insurance expense allocation (15MM+) across all entities based on utilization and coverage metrics.
- Administered lease portfolio and lease accounting in full compliance with ASC 842, including ongoing maintenance of rollforward schedules.
- Built and rolled out Fixed Asset accounting process across 20+ divisions, standardizing capitalization policies and depreciation schedules company-wide.
- Assisted with annual audit and accounting integration of newly acquired companies.

Collegis Education, LLC | Marketing & IT Services – Higher Education

Senior Accountant 01/2019 – 01/2020

Staff Accountant 02/2016 – 01/2019

- Performed full month-end close for financial statement preparation across multiple service lines.
- Prepared monthly customer invoices per contract billing schedules; collaborated with Marketing and IT departments to track project performance and ensure proper revenue recognition in compliance with ASC 606.
- Led a Six Sigma Billing Process Review as Financial Leader (09/2017), redesigning the manual invoicing workflow in collaboration with project managers; subsequently automated the billing process through the accounting system in 2019, significantly reducing processing time and errors.

- Owned full-cycle AR including collections, reporting to leadership, and A/R aging analysis. Trained and onboarded 3 AP specialists; provided light management oversight
- Assisted in preparation and review of monthly financial statements and KPIs; contributed to labor and revenue forecasting, per-client P&L reporting, and budget preparation.
- Prepared and filed use tax returns; coordinated year-end document preparation for external tax team.
- Served as Super User and project lead for ERP upgrade from Microsoft Dynamics SL 2011 to SL 2015, including integration with Concur and other platforms.

EDUCATION

Master of Science in Accounting | Aurora University | GPA: 3.9 | Fall 2015 – Summer 2016

B.A. Accounting & B.A. Business & Commerce | Aurora University | GPA: 3.3 | Fall '09 – Spring '13
James E. Crimi Presidential Scholarship | Dean's List: Fall '10, Fall '12, Spring '13

SKILLS & QUALIFICATIONS

Accounting Expertise: Month-end close, financial statement preparation, variance analysis, ASC 842 (lease accounting), ASC 606 (revenue recognition), budgeting & forecasting, Sales & Use tax, inventory management, fixed assets

Systems & Technology: Microsoft Dynamics SL, Concur, advanced Microsoft Excel; experience with ERP implementations and system integrations

Languages: Bilingual — fluent in English and Spanish (reading, writing, and speaking)

Leadership & Soft Skills: Team supervision, cross-functional collaboration, process improvement, strong communicator, adaptable, detail-oriented

COMMUNITY INVOLVEMENT

- Member, Aurora Downtown Board of Directors (2021 – 2025) — contributed to strategic planning and community development initiatives for the City of Aurora, IL.
- Volunteer, Feed My Starving Children — ongoing community service supporting hunger relief efforts.